Indian and Northern Affairs Canada
Affaires indiennes et du Nord Canada

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INDIAN/INUIT
TRAINING OPPORTUNITIES

POSSIBILITÉS DE FORMATION
POUR LES INDIENS ET LES INUIT

1992-1993

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Hon. Tom Siddon, P.C., M.P.,
Minister of Indian Affairs and
Northern Development
Ottawa, 1992

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Services Canada

FOREWORD

Welcome to the first edition of **Indian/Inuit Training Opportunities 1992-1993** , an expansion of the formerly titled **Indian/Inuit Management Courses**. This publication provides brief descriptions of all types of post secondary educational and career-related training that has been designed specifically for First Nations.

Program descriptions are arranged alphabetically by institution within each province. Courses are available in English unless otherwise stated. This publication is a guide only. Complete addresses for contacts have been provided for each program so that interested applicants may obtain further details.

Many thanks to those that responded to our requests for information. Both contributors and users of the guide are welcome to make suggestions for improvements or additions to increase the guide's usefulness to students and instructors. Institutions and organizations designing courses for Native participation that are not already listed in this guide, or individuals who wish to be added to our mailing list, should contact:

Director
Indian Government Support
Indian and Northern Affairs Canada
Room 1735 - Les Terrasses de la Chaudiere
10 Wellington Street
OTTAWA, Ontario
K1A 0H4

Phone: (819) 994-0057

AVANT-PROPOS

Bienvenue à la première édition des **Possibilités de formation pour les Indiens et pour les Inuit 1992-1993**. Cette publication vient s'ajouter à celle antérieurement titrée **Cours en gestion pour les Indiens et les Inuit**. Elle décrit brièvement tous les types de formation postesecondaire et ceux axés sur le développement de carrières spécialement conçus pour les premières nations.

Ces descriptions de cours sont présentées par ordre alphabétique et par établissement dans chaque province. Les cours sont offerts en anglais à moins d'indication contraire. La publication est seulement un guide. La description de chaque cours est accompagnée de l'adresse complète d'une personne à contacter pour recevoir de plus amples détails.

Un grand merci à tous ceux et celles qui ont répondu avec tant d'enthousiasme à notre demande d'information. Nous souhaitons toujours recevoir des suggestions susceptibles d'accroître l'utilité de ce guide pour les étudiants et les professeurs. Les établissements et les organismes qui conçoivent des cours destinés aux Indiens et aux Inuit et dont le nom ne figure pas dans ce guide, ou encore toute personne qui voudrait voir son nom ajouté à notre liste d'envoi, sont priés de s'adresser au:

Directeur
Soutien de l'administration locale
Affaires indiennes et du Nord Canada
Bureau 1735 - Les Terrasses de la Chaudière
10, rue Wellington
OTTAWA, Ontario
K1A 0H4

Téléphone : (819) 994-0057

93-00247/

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YUKON

YUKON COLLEGE

First Nations Management Program

Subjects:	Business, Accounting, English, Arts, Computer Management
Prerequisites:	Grade 12 Academic with English 12 and Algebra 11, or Mature Student status with 60% on GED.
Location(s):	Whitehorse, Yukon
Certification:	Upon completion of Year 1, students will receive a Certificate in First Nations Management. Students completing Year 2 will receive a Diploma in First Nations Management. Students will receive credit for seven elective courses towards a Business Administration Diploma. Most course credits towards Business Administration are transferable to institutions in Alberta, or in other provinces on an individual course basis, and transferable to CMA, CGA and other professional programs.
Remarks:	The First Nations Management Program provides participants with a solid foundation in First Nations management techniques and business practices. Graduates will fill positions at the local, regional and national level; in banking, retailing, government and the hospitality industry, in the fields of band management, personnel management, accounting, financial and program management, community economic development and general management.
Contact:	Mr. David Himmelman, Dean or Mr. Howard Carvill, Instructor or Mr. Joe Binger, Instructor Administrative & Management Studies Division Yukon College Box 2799 WHITEHORSE, Yukon Y1A 5K4 Phone: (403) 668-8751

Northern Studies Program - Native Studies Concentration

Subjects:	English, Anthropology, Sociology, Psychology
Prerequisites:	Successful completion of first year arts, with a C average over 30 credits. Must have at least 15 credits of Psychology, Anthropology, and Sociology.
Location(s):	Ayamdigut Campus, Whitehorse
Certification:	Diploma in Northern Studies

Remarks: Native studies is only one of four concentrations in the Northern Studies Program. There are also concentrations in Northern Science, Northern Justice or Criminology, and Outdoor and Environmental Studies.

Contact:
Mr. Aron Senkpiel
Dean, Academic Studies
Yukon College
Box 2799
WHITEHORSE, Yukon
Y1A 5K4
Phone: (403) 668-8771
FAX: (403) 668-8890

Renewable Resources Management Program

Subjects: **Term one courses include:** Northern Science Field Methods, Land Use by First Nations, Written Communications, Renewable Resources Math, The Natural History of the North, Environmental Science, Tradition and Change: A First Nations Perspective

Prerequisites: Grade 12 Diploma including English and math, equivalent Yukon College courses, or mature student status.

Location(s): Ayamdigut Campus, Whitehorse

Certification: A diploma will be awarded upon completion of the two year program.

Remarks: This program trains northerners to occupy key roles in managing the north's fragile environment. The greatest need for graductes is in the First Nations organizations and so particular emphasis is given to enroling First Nation students.

Contact:
Mr. Ted Osmond-Jones
Coordinator, Renewable Resources Management or
Mr. Aron Senkpiel
Dean, Academic Studies
Yukon College
Box 2799
WHITEHORSE, Yukon
Y1A 5K4
Phone: (403) 668-8770
FAX: (403) 668-8890

NORTHWEST TERRITORIES

ARCTIC COLLEGE

Management Studies Program

Subjects:	Marketing Management and Research, Marketing, Accounting, Finance, Mathematics, Microeconomics, Communications, Entrepreneurship, Introduction to Public Administration, Database Management, Principles of Management, Human Resources Management, Word Processing, Spreadsheets, Public Policy, Macroeconomics, Contract Law, Organizational Behaviour, Investment and Taxes, Statistics, Public Finance, Native Insights, Independent Study, Tourism, Aboriginal Rights
Prerequisites:	NWT High School Diploma (General or Advanced) or equivalent. Mature students who do not have the required academic background will be considered individually, and academic assessment examinations may be required in English and Mathematics.
Location(s):	Fort Smith, NWT - Thebacha Campus
Certification:	A two year Diploma in Management Studies with Business or Public Administration Concentration
Remarks:	This program is designed to provide the knowledge and skills necessary for management careers in business, government, or non-profit organizations.
Contact:	Mr. Ram Mudalier Head, Business Education Arctic College - Thebacha College Box 600 FORT SMITH, N.W.T. X0E 0P0 Phone: (403) 872-7598 FAX: (403) 872-4511

Native Management

Subjects:	Communications, Computers, Accounting, Management, Community Based Economic Development, Native Law, Aboriginal Self Government, Native Insight Issues
Prerequisites:	Grade 12 or equivalent
Location(s):	Thebacha Campus, Fort Smith, NWT Yukon Campus, Yukon, NWT

Certification: Certificate in Management Studies with Concentration in Native Management Administration awarded after one year, or Diploma in Management Studies awarded after two years.

Remarks:

Contact: Mr. Ram Mudaliar
See previous entry for address and phone number.

Native Studies

Subjects: Introduction to Native Studies, Community Development, Land Claims, Self Government, Native Economic Development, Organizational Behaviour in Native Organizations, Research Methods, Management, Human Resource Management, Accounting, Computers, Management Communications

Prerequisites: To qualify, applicants must be 18 years of age, grade 12 graduate, or mature student.

Location(s): Yellowknife, N.W.T.

Certification: After 8 months, students could receive a Certificate in Management or Native Studies.

Remarks:

Contact: Mr. Robert Chartrand
Senior Instructor and Coordinator
Native Studies Program
Arctic College - Yellowknife Campus
500 - 5022, 49 Street
YELLOWKNIFE, Northwest Territories
X1A 3R7
Phone: (403) 920-3043
FAX: (403) 873-0333

ATII TRAINING INC.

ATII 1992/93 Management Seminars

Subjects:	Manager's Role in Training, Financial Management, Introduction to Administration, General Management and Administration, Basic Bookkeeping, Introduction to Personnel Management, Managing Human Resources, Communications, Introduction to Computers for Administration, Computer Accounting
Prerequisites:	A registration fee of $30.00 for each course attended. Courses which have three parts must be taken in order. There is a cancellation fee if notice is not given two weeks in advance.
Location(s):	Iqaluit, NWT Pelly Bay, NWT Cape Dorset, NWT Rankin Inlet, NWT Other locations have not yet been confirmed. Contact ATII for details.
Certification:	There is no formal certification however, these courses can be credited to Arctic College's Management Studies program. Courses run from April 1992 to March 1993. The duration for each varies.
Remarks:	All workshops will take place in a residential setting. Atii is the coordinating group for Inuit management development. Some courses are also offered in Inuktitut.
Contact:	Ms. Alexina Kublu Executive Director ATII Training Inc. Suite 3 379 Metcalfe Street OTTAWA, Ontario K2P 1S7 Phone: (613) 232-2899 FAX: (613) 232-0238

DENENDEH NATIONAL OFFICE

On the-job-Training

Subjects:	Secretarial, Library, Technology, Administration, Finance, Management, Environmental, Arts and Culture, Mapping
Prerequisites:	Applicants must be of Dene ancestry.
Location:	Yellowknife, N.W.T.
Certification:	Although no certification is provided, the program provides 1 to 3 years of on the job experience combined with an academic training depending on career path and academic pursuits.
Remarks:	Programs are subject to availability of funding.
Contact:	Ms. Ethel Liske Executive Director Dene Nation P.O. Box 2338 YELLOWKNIFE, N.W.T. X1A 2P7 Phone: (403) 873-4081 FAX: (403) 920-2254

THE UNIVERSITY OF LETHBRIDGE

Management Training Workshops

For more information see "The University of Lethbridge" in ALBERTA.

TUNGAVIK FEDERATION OF NUNAVUT AND ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Nunavut Sivuniksavut Program

Subjects:	Inuit Pre- and Post-Contact History, Inter-Personal Communications, Native Policy and the Treaty Process, Land Claims Policy since 1969, Group Decision Making, Northern Development Since 1968, Political Economy of the North, Problem Solving, History Mandates and Activities of Inuit Organizations, Leadership, Goal Setting/Time Management, Computer Literacy, Planning and Evaluation, Public Presentation, Research
Prerequisites:	Must be 18 years of age or older
Location(s):	Ottawa, Ontario
Certification:	Graduates receive a College Certificate after 8 months.
Remarks:	The long-term purpose of the program is to increase the number of trained Inuit who will be available to manage and participate in the implementation of a land claims settlement.
Contact:	Mr. Morley Hanson or Ms. Blandina Makkik Nunavut Sivuniksavut 336 MacLaren Street OTTAWA, Ontario K2P 0M6 Phone: (613) 234-5603 FAX: (613) 233-5565

BRITISH COLUMBIA

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Administrative Systems, Public Administration Option for Native Organizations

Subjects: Economic Issues, Accounting, Management, Selection Interviewing, Government and Business, Marketing, Word Processing, Statistics for Business and Industry, Public Speaking, Finance, Reporting Writing, Software Applications, Municipal Planning, Administration and Law, Organizational Behaviour, Microeconomics, Problem Solving/Decision Making, Computer Applications, Macroeconomics, Business Law, Business Communications, Management Systems, Training and Development, Personnel Management, Labour Relations, Promotional Marketing, Accounting for the Manager, Managerial Finance, Occupational Health and Safety, Project Planning and Budgeting, Finance (These are only sample subjects)

Prerequisites: Highschool graduation

Location(s): BCIT Burnaby Campus, B.C., or site selected by Client

Certification: Jr. Certificate, Sr. Certificate, or Diploma - all are accredited. Both certificate and diploma programs are given on-site to all bands.

Remarks: BCIT also offers custom designed courses for specific band needs. Some examples of customized courses designed for individual bands in the past are resource management, band management, computer applications, and hospitality and tourism.

Contact: Mr. Mike Powley
Acting Director, Business Client Studies
British Columbia Institute of Technology
3700 Willingdon Avenue
BURNABY, B.C. V5G 3H2
Phone: (604) 432-8445
FAX: (604) 439-6700

Administrative Systems for Native Organizations

Subjects: Micro Economics, Public Speaking, Management, Government and Business, Statistics for Business and Industry, Word Processing, Business Law, Productivity Engineering Accounting, Finance, Selection Interviewing, Technical Communications, Problem Solving/Decision Making, Software Applications, Manpower Planning Systems, Macroeconomics, Personnel Management, Management Policy, Organizational Behaviour, Public Relations, Labour Relations, Marketing, Bedford Accounting, Project and Budgetary Reporting, (These are only sample subjects)

Prerequisites: High school graduation

Location(s):	BCIT Campus, or site selected by Client.
Certification:	Accredited Diploma in Administration achieved after two years.
Remarks:	BCIT also offers custom designed courses for specific band needs. Both certificate and diploma programs are given on-site to all bands. Some examples of customized courses designed for individual bands in the past are resource management, band management, computer applications and hospitality and tourism.
Contact:	Mr. Mike Powley See previous entry for address and phone number.

THE UNIVERSITY OF BRITISH COLUMBIA

Planning and Management Courses

Subjects: Planning for First Nations Self-Government, First Nations Planning, Settlement Planning in Native Communities, First Nations Community and Social Services Planning

Prerequisites: No formal requirements

Location(s): UBC Campus, Vancouver, B.C.

Certification: No formal certification. Tentative dates have been set at the following times:

First Nations Planning - Introductory Course: 8 days - May 25 to June 1992

Planning for First Nations Self-Government: 5 days - April 1992

First Nations Community and Social Services Planning: 5 days - June 15 to 20, 1992

Settlement Planning in Native Communities: 5 days - June 1992

Remarks: These courses are limited to 30 students and are designed for individuals in management and leadership positions in bands, tribal councils, and native organizations. Note that similar courses are offered from April to June in 1993.

Contact:

Ms. Julie Glover
Associate Director, Professional Programs
UBC - Centre for Human Settlements
2206 East Mall
VANCOUVER, B.C.
V6T 1Z3
Phone: (604) 822-5254
FAX: (604) 822-6164

First Nations Health Care Professions Program

Subjects: Dentistry, Medicine, Pharmaceutical Sciences, Audiology and Speech Sciences, Family and Nutritional Sciences, Nursing, Rehabilitation Medicine, Social Work, Clinical Psychology, Counselling Psychology

Prerequisites: Any student of First Nations ancestry who has a strong interest in pursuing a health care career should apply. Students must complete a First Nations House of Learning application form.

Location(s): Vancouver, British Columbia

Certification:

Remarks: FNHCPP is designed to promote and facilitate the participation of First Nations in the Health Care Professions.

Contact:
First Nations Health Care Professions Program
Woodward Instructional Resources Centre
#407 - 2194 Health Sciences Mall
UBC - First Nations House of Learning
VANCOUVER, British Columbia
V6T 1Z3
Phone: (604) 822-5613
FAX: (604) 822-2495

Native Indian Teacher Education Program

Subjects: English; Arts and Sciences Courses; Native Studies Courses which Explore Political, Social, and Economic Issues from Historical and Contemporary Perspectives; Indian Education Policies, Curricula, and Schooling; Teaching Methods

Prerequisites: Must have grade 12 academic, equivalent, or mature student status. Entrance is also permitted by obtaining the "grade 12 equivalency certificate".

Location(s): Students complete their first two years at one of the field centres located at Chilliwack, Duncan, Hazelton, and Kamloops. Students then transfer to the U.B.C. Campus to complete the remaining three years.

Certification: If all requirements are met, students receive a Bachelor of Education (Elementary) Degree and the B.C. Professional Certificate.

Remarks: NITEP students will be eligible for the B.C. Standard Teaching Certificate after completing all requirements from year 1 to 4. Those wishing to prepare for teaching in adult education and secondary settings can also prepare at the field centres.

Contact:
Native Indian Teacher Education Program
Faculty of Education
UBC - First Nations House of Learning
6375 Biological Sciences Road
VANCOUVER, B.C.
V6T 1Z4
Phone: (604) 822-5240

Native Law Program

Subjects: Native Peoples and the Laws, International Protection of Human Rights, Topics in Native Self Government, Native Claims Seminar, Comparative Indigenous Law

Prerequisites: Applicants may be required to attend the two-month pre-law summer program offered at the University of Saskatchewan. All applicants are required to write the Law School Admission Test (LSAT). Generally a minimum of two years of undergraduate studies is required, however the Faculty considers the applicant's background, experience, undergraduate record, LSAT score, and performance in the Saskatchewan summer program.

Location(s): University of British Columbia, Vancouver, British Columbia

Certification: Graduates receive an LLB. The course load is the same as in the regular law program, which is a total of 46 courses within three years.

Remarks:

Contact:
Native Law Program
Faculty of Law
George F. Curtis Building
1822 East Mall
UBC - First Nations House of Learning
VANCOUVER, British Columbia
V6T 1W5
Phone: (604) 228-6165

Ts'Kel Program (M.Ed., M.A., Ed.D., or Ph.D. in Educational Studies, Educational Administration, or Curriculum and Instruction)

Subjects: **M.Ed.:** A professionally-oriented degree consisting of 15 units of course work, a comprehensive examination, and major paper.
M.A,: A research-oriented degree whose 15-unit requirement includes a thesis and research courses. A comprehensive examination may be required.
Ed.D or Ph.D.: Advanced research degrees with three kinds of requirements: course work, comprehensive examination and dissertation.

Prerequisites: The usual UBC admission requirements for graduate study.

Location: UBC, Vancouver, British Columbia

Certification: Masters degrees must be completed within five years, and doctoral degrees in six years.

Remarks:

Contact:
Ms. Verna Kirkness
Director, Ts'Kel Program
Faculty of Education
UBC - First Nations House of Learning
VANCOUVER, British Columbia
V6T 1Z5

CAMOSUN COLLEGE

Native Adult Basic Education (NABE)

Subjects: Adult Basic Education level Math, English, Science, Lifeskills
Prerequisites: Assessment
Location(s): Saanich Adult Education Centre, Tsartlip Reserve, Brentwood Bay, British Columbia
Certification: Program usually runs from 8 to 10 months.
Remarks:

Contact:
Mr. Bruce Hardy
Acting Coordinator, A.B.E.
Camosun College - Community Education Services
Lansdowne Campus
3100 Foul Bay Road
VICTORIA, British Columbia
V8P 5J2
Phone: (604) 370-3931
FAX: (604) 370-3150

Native Indian Teaching Assistant (NITA)

Subjects: College Preparation and First Year U.T. Level, English, Math, Communications, Native Studies, Child Development, Cross-Cultural Communication, Audio Visual, Practicum
Prerequisites: Grade ten English and Math, and First Nations ancestry.
Location(s): Saanich Adult Education Centre, Tsartlip Reserve, Brentwood Bay, British Columbia
Certification: A NITA Certificate is awarded upon completion of the 10 month program.
Remarks:

Contact:
Mr. Slen Maddin
Program Head
Lansdowne Campus
3100 Foul Bay Road
VICTORIA, British Columbia
V8P 5J2
Phone: (604) 652-2214
FAX: (604) 370-3150

Strategies for Academic Success

Subjects: Learning Skills
Prerequisites: Grade 10 English, or equivalent. First Nations ancestry.
Location(s): Lansdowne Campus, Victoria, British Columbia
Certification:

Remarks: Course is designed to teach study skills and learning methods to First Nations students and is geared to introducing them to academic culture.

Contact:
Ms. Janice Simcoe
Camosun College - Lansdowne Campus
3100 Foul Bay Road
VICTORIA, British Columbia
V8P 5J2
Phone: (604) 370-3163
FAX: (604) 370-3150

CHEMAINUS NATIVE COLLEGE

Business Management Certificate Program

Subjects: Accounting, Office Procedures, Computers, English
Prerequisites: Grade 12 diploma including grade 11 algebra and grade 12 English, or completion of Chemainus Native College's Provincial Diploma Program.
Location(s): Ladysmith, B.C.
Certification: A diploma in Business Management, which is transferable to other institutions, is awarded after 2 years.
Remarks:

Contact:
Mr. Bob Allers
Director
Chemainus Native College
Box 730
LADYSMITH, B.C.
V0R 2E0
Phone: (604) 245-3522
FAX: (604) 245-7189

GONZAGA UNIVERSITY

Bachelor of Education in Native Leadership

Subjects: There are two strands: Teacher Education and Business
Prerequisites: Highschool completion.
Location: Canim Lake, B.C.
Certification: After 7 academic years of course work off campus and 7 summers of course work on campus, students receive a Bachelor of Education Degree.

Remarks: The program is designed to prepare teachers for certification and to meet the needs of those interested in Business Management.

Contact:
Dr. Mary Alice Danaher, Ed.D.
Director
Gonzaga University
Canim Lake Campus
P.O. Box 70
FOREST GROVE, B.C.
V0K 1M0
Phone: (604) 397-2375
FAX: (604) 397-2424

KITSUMKALUM BAND COUNCIL

Native Public Administration Program

Subjects: Native Legal Issues, Business Communications, Business Law, Business Math, Canadian Business, Computers, Accounting, Public Administration and Intergovernmental Relations, Self Government, Community Management, Effective Supervision, Applied Accounting, Public Speaking, Practicum Placements

Prerequisites: Must have a grade twelve equivalency measured by testing. Must be on Unemployment Insurance (Programme is funded by Canada Employment and Immigration.

Location: Kitsumkalum reserve, Terrace, B.C.

Certification: A certificate is awarded upon completion of the 10.5 month long programme. The programme is accredited with the Vancouver Community College (VCC), and equates to one year of a Business Management programme at VCC.

Remarks: The goal of this programme is to provide Native people with the necessary skills that will allow them to access career-oriented employment positions in Native organizations, tribal councils and bands, as well as with the private and government sectors.

Contact: Ms. Laura Miller
Program Administrator and Coordinator
Tom Weegar
Instructor and Coordinator
Kitsumkalum Band Council
P.O. Box 544
TERRACE, B.C.
V8G 4B5
Phone: (604) 635-6177
FAX: (604) 635-4622

THE UNIVERSITY OF LETHBRIDGE

Management Training Workshops

For more information see "The University of Lethbridge" in ALBERTA.

NATIVE EDUCATION CENTRE

College Preparation Program

Subjects: English with a Heavy Emphasis on Developing Writing Skills; Math with a Business or College Focus; Social Studies with a Concentration on Research and Library Skills; Science with Units in Biology, Chemistry and Physics; Career Preparation

Prerequisites: Grade 12 completion or equivalent. Applicants must also submit a standard NEC application form, attend an interview, and complete a NEC assessment test and a one-page handwritten essay.

Location(s): Vancouver, British Columbia

Certification: a College Preparation Certificate is awarded by the Native Education Centre and Vancouver Community College upon successful completion of the 10-month course.

Remarks: The program is oriented to specific academic training for students interested in following a college, university professional or vocational education. Number of seats limited to twenty.

Contact: Ms. Sue Arnault
Admissions Coordinator
Native Education Centre
285 East Fifth Avenue
VANCOUVER, British Columbia
V5T 1H2
Phone: (604) 873-3761
FAX: (604) 873-9152

Native Public Administration

Subjects: Introduction to Canadian Business, Business Communications, Business Math, Accounting, Business Law and Native Legal Issues, Computer Literacy, Practicum, Applied Accounting, Effective Human Resource Supervision, Community Development, Public Administration & Intergovernmental Relations, Applied Computer Applications, Public Speaking

Prerequisites: The Native Public Administration Program is open to students of Native ancestry who are 20 years of age or older; have completed grade 12 or equivalent; have at least a C average in grade 12 English and math; have a personal interview and academic assessment conducted by the Native Education Centre.

Location(s): Vancouver, B.C.

Certification: Certificate awarded on completion of the 10.5 month long program.

Remarks: The program is limited to twenty students. This program will train students in various business, financial and administrative disciplines to a skill level that will enable them to enter the work force at junior administrative or managerial levels.

Contact: Mr. Stan Demelo
Native Education Centre
285 East 5th Avenue
VANCOUVER, B.C.
V5T 1H2
Phone: (604) 873-3761
FAX: (604) 873-9152

Secretarial Office Training

Subjects: Typing, Bookkeeping, Business Communications, Reception/Public Relations, Services Management, Reproduction/Distribution, Records Management, Work Experience

Prerequisites: Applicants must submit a standard NEC application, must be 19 years age or older, have grade 12 or equivalent with a "C" average in grade 12 Math and English. Applicants must also provide two letters of reference, a one-page letter explaining their interest in this field, and attend an interview.

Location(s): Vancouver, British Columbia

Certification: Graduates receive a certificate from Vancouver Community College and the NEC, with direction toward further training or employment. The program lasts approximately five and a half months.

Remarks: The program is designed for students interested in a secretarial, office or a clerical career. It is also the first part of a course of study that will lead to training in micro-computers.

Contact: Ms. Sue Arnault
See page 20 for address and phone number.

Micro-Computers Office Training

Subjects: Students will train on IBM and AES personal computers. The software will be MS DOS, DBase III Plus, Wordperfect, ACCPAC, General Ledger, Lotus 1-2-3, and Microsoft Word 5.

Prerequisites: Applicants must be 19 years of age or older, have a grade 12 diploma or equivalent with a "C" average in grade 12 English and Math, and must have completed a course in accounting or bookkeeping. Applicants must also be able to type at least 40 words per minute, attend an interview, and write a one-page letter explaining their interest in this career field.

Location(s): Vancouver, British Columbia

Certification: Successful students receive a certificate from Vancouver Community College and the NEC that will lead to employment in an automated office, or further training in various career areas that specialize in the use of micro-computers. The program lasts approximately five and a half months.

Remarks: Enrolment limited to twelve.

Contact: Ms. Sue Arnault
See page 20 for address and phone number.

Native Criminal Justice Studies Training Program

Subjects: Native Awareness and the Criminal Justice System, Introduction to Policing, Introduction to the Criminal Justice System, English Composition, Criminology, First Aid, Field Practicum, Criminal Behaviour in the Native Community, The Canadian Legal System, Public Speaking and Interviewing, Introduction to Corrections

Prerequisites: Applicants must have a grade 12 diploma or equivalent, two letters of reference, medical certificate, one-page essay explaining interest in the program, complete an academic assessment test, attend a personal interview, be 19 years of age or older, possess a valid B.C. driver's license, and give permission for a criminal records check.

Location(s): Vancouver, British Columbia

Certification: Graduates receive a joint certificate from Douglas College and the NEC upon completion of the 10½ month course.

Remarks: The program trains students in a variety of criminal justice related courses. Each course will be adapted or completely devoted to issues related to Native people and the Criminal Justice system. Number of seats limited to 16.

Contact: Ms. Sue Arnault
See page 20 for address and phone number.

Native Early Childhood Education Training Program

Subjects:	Living Skills, Foundations of Early Childhood Education, Child Development, Communications and Interpersonal Relationships, Health and Nutrition, Practicum, Guiding and Caring, Parent/Teacher/Community Relations, Language and Literature, Science/Math.Social Studies, Creative Arts, Music and Movement, Program Planning and Administration of ECE Program, Job Readiness, Safety and First Aid
Prerequisites:	Applicants must have grade 12 or equivalent, submit a one-page essay explaining interest in program, supply two letters of reference, be 19 years of age or older, attend an interview and academic assessment test
Location(s):	Vancouver, British Columbia
Certification:	A joint certificate issued by NEC and Vancouver Community College is awarded upon completion of this 10½ month program. Graduates who receive a certificate will get assistance from the Centre in being placed in a child care facility for their 500 hours of work experience leading to provincial licensing as a child care worker.
Remarks:	Course limited to 16
Contact:	Ms. Sue Arnault See page 20 for address and phone number.

Native Family and Community Counselling Training Program

Subjects:	Sociology of Family Violence, English Writing and Communications, Developmental Psychology, Social Psychology of Family Life, Basic Counselling Skills, Community Development, Dynamics of Family and Personal Violence, Program Development and Evaluation, Group Theory and Group Skills, Issues in Counselling the Family, Psychology of Human Sexuality, Personal Growth and Development, Personal and Cultural Development, Practicum
Prerequisites:	Applicants must be 20 years of age or older, have a grade 12 diploma or equivalent with excellent English, reading and writing skills, minimum of one year of sobriety, submit two letters of reference, attend an academic assessment test and a personal interview
Location(s):	Vancouver, British Columbia
Certification:	Successful students of the 10½ month program receive a joint certificate issued by VCC and the NEC.

Remarks: The program is designed to assist Native adults gain personal and family counselling skills leading to paraprofessional employment in bands, tribal councils, or Native organizations as councillors.

Contact: Ms. Sue Arnault
See page 20 for address and phone number.

Native Science and Health Careers College/University Preparation Training Program

Subjects: Biology, Chemistry, Physics, Math, English, Native Indian Ecology, Health Careers Preparation, Practicum

Prerequisites: Applicants must have grade 12 or equivalent, complete an academic assessment test, attend a personal interview, and be 18 years of age or older

Location(s): Vancouver, British Columbia

Certification: Successful students of the 10-month program, receive a joint certificate issued by the NEC and Vancouver Community College.

Remarks: This program will enable students to take courses that will prepare them for first year university or college science and math programs. As a result, students will be able to pursue careers in health and science related fields, such as mariculture, aquaculture, forestry, fisheries, medicine and various health career occupations. Seats limited to 12.

Contact: Ms. Sue Arnault
See page 20 for address and phone number.

Native Tourism Supervisory Development Program

Subjects: Introduction to Tourism, Careers in Tourism Industry, Tourism Marketing for Supervisors, Business Communications, Basic Computer Applications in Tourism, Human Relations in Tourism, Food and Beverage Services, Travel and Tour Operations, Examining the Accommodation Sector, Operational Controls in Tourism, Leadership Skills in Tourism, Human Resource Development, Directed Studies, Native Cultural Tourism, Special Events Planning, Outdoor and Adventure Tourism, Retailing your Tourism Product, Practicum

Prerequisites: Applicants must have grade 12 or equivalent, submit a one-page essay explaining interest in the program, be 19 years of age or older, attend a personal interview and a written assessment test

Location(s): Vancouver, British Columbia

Certification: Upon completion of the 10-month program, students receive a joint certificate issued by the NEC and Vancouver Community College.

Remarks: The courses in the program will be adapted to the experiences of Native people in many cases. In addition, the program will contain at least four courses directly related to the development of a tourist related business within the Native community. Seats limited to sixteen.

Contact: Ms. Sue Arnault
See page 20 for address and phone number.

NICOLA VALLEY INSTITUTE OF TECHNOLOGY

Administration Program

Subjects: Foundations of Employment Skills, First Nations Community Development, Public Speaking, Indian Studies, Introduction to Accounting, Organizational Behaviour, Microeconomics, Introduction to Computer Systems, Technical Communications, Marketing, Math of Finance, Band Business Development, Law, Personnel

Prerequisites: High school or equivalent

Location(s): Merritt, B.C.

Certification: 1 Year Accredited Certificate, 2 Year Accredited Diploma

Remarks: In the final 30 credits, 10 courses, the student can specialize in either Business Administration, Public Administration or Community Economic Development. Academic upgrading is also available at this Institute.

Contact: Mr. Warren Weir
Department Head
Administration Program
Nicola Valley Institute of Technology
Box 399
MERRITT, B.C.
V0K 2B0
Phone: (604) 378-2251

NORTH COAST TRIBAL COUNCIL EDUCATION CENTRE

Business Office Training

Subjects: Spelling, Math, Life Skills, Native Studies, Typing and Keyboarding, Accounting, Job Search Skills, Reception Training, Lotus, Accpac, Bedford, WP 5.1, Personnel Procedures
Prerequisites: Grade ten
Location: Prince Rupert
Certification: Upon completion of the ten month course, a certificate is awarded.

Remarks: This program carries transfer credits to Northwest Community College.

Contact: North Coast Tribal Council Education Centre
820 - 3rd Avenue West
PRINCE RUPERT, British Columbia
V8J 1M6
Phone: (604) 627-8822
FAX: (604) 627-1602

Family Day Care

Subjects: Orientation and Life Skills, Introduction to Family Day Care, Exploring Children's Development, Guiding Children's Behaviour, Planning Children's Experience, Promoting Child Health and Safety, CPR Babysaver and First Aid, Operating a Family Day Care, Introduction to Computers, How to Operate a Small Business
Prerequisites: Grade ten.
Location(s): Prince Rupert, B.C.
Certification: Certificate awarded upon completion of the ten month course.

Remarks: The intent of this program is to train individuals to operate a child care service in a home environment. Students will also participate in four field placements of 4 to 5 days each.

Contact: See previous entry for address and phone number.

Education Support Worker

Subjects: English, Foundations to Education, Child Development, Programming and Curriculum for Special Needs, Native Studies, Issues in Family Living, Instructional Media, Classroom Learning Strategies, Prerequisites:Must be 19 years of age and a grade 12 graduate.
Location: Prince Rupert
Certification: After 10 months students receive a certificate.

Remarks: The intent of this program is to train First Nations individuals to work within public and band schools to assist student in academic, emotional, and cultural areas.

Contact: See page 26 for address and phone number.

NORTHERN LIGHTS COLLEGE

Basic Band Management Skills

Subjects: Basic Band Administration, Band Business Communications, Band Office Procedures, Band Finance Practices

Prerequisites:

Location(s): Stikine Campus, Cassiar, B.C.

Certification: Certificate in Basic Band Management Skills upon completion of 108 hours of training.

Remarks: Portions of the Confederation College Basic Band Management Skills program have been adopted for use by the College for this program.

Contact: Mr. Tom O'Connor
Administrator, Stikine Campus
Box 128
CASSIAR, B.C.
V0C 1E0
Phone: (604) 771-5500

SAL'I'SHAN INSTITUTE SOCIETY

Community Health Worker Program and Addiction Counsellor Program

Subjects: Six to three week courses for each program to qualify as a Beginning Practitioner. Advanced courses for each category of practitioner are also offered.

Prerequisites: Motivation to increase practical knowledge and skills to become an effective educator and change agent.

Location(s): Sal'i'shan rents suitable facilities and aims to deliver courses as close as possible to the learner's home base.

Certification: Courses are offered in three week time slots 5 times/year.

Remarks: The Sal'i'shan Institute is a private post-secondary educational institute registered by the province of British Columbia. The Institute specializes in programming designed to meet needs and aspirations of First Nations.

Contact: Mr. W. J. Mussell
Manager
Sal'i'shan Institute Society
800 Wellington Avenue
P.O. Box 90
CHILLIWACK, British Columbia
V2P 6J1
Phone: (604) 792-7300
FAX: (604) 792-5498

Customized Training Programs for Bands, Tribal Organizations, Public and Private Agencies, and Other Interested Groups

Subjects: Cross-cultural Education, Team Building for Self Management, Planning for Self Government, Restructuring to Overcome Effects of Cultural Devaluation, Healing and Personal Growth, Counselling, Professional Development (Managers, Teachers, Social Service Personnel, Band Government Personnel

Contact: Mr. Bill Mussell
See previous entry for address and phone number.

SASKATCHEWAN INDIAN FEDERATED COLLEGE

Certificate in Indian Social Work

See "Saskatchewan Indian Federated College, University of Regina - School of Indian Social Work" in SASKATCHEWAN

TOTI:LTHET CENTRE

Career Preparation

Subjects: **Adult Basic Education:** English, First Nations Studies, Science, Math, Life Skills
College Preparation: Reading and Study Skills, Writing Research Papers, Advanced Algebra, Career Planning With Work Experience, Anthropology, Computer Information Systems

Prerequisites: For Adult Basic Education there are no prerequisites. For College Preparation, requirements are Grade 12 or G.E.D.

Location(s): St. Mary's Complex, 34110 Lougheed Highway, Box 3359, Mission, British Columbia, V2V 4J5.

Certification: Two semesters. All adult basic education courses are articulated with and transferable to the University College of the Fraser Valley.

Remarks:

Contact: Ms. Heather M. Stewart
Director
Toti:lthet Centre
Box 3359
MISSION, British Columbia
V2V 4J5
Phone: (604) 820-3369

Culinary Arts

Subjects: Courses cover all aspects of cooking/chef training.
Prerequisites: Grade 10 plus academic assessment, interview, assessment of work experience, personal and work references.
Location(s): See previous page.
Certification: One-year program
Remarks:

Contact: Ms. Heather Stewart
See page 29 for address and phone number.

Tutoring Training

Subjects: The purpose is to train First Nations volunteers, including Toti:lthet College Prep students, to tutor basic literacy students at Toti:lthet. After a donation of their time, tutors can volunteer elsewhere in their community or continue at Toti:lthet.
Prerequisites:
Location(s): St. Mary's Complex, 34110 Lougheed Highway, Box 3359, MISSION, British columbia, V2V 4J5.
Certification: One-year program
Remarks:

Contact: Ms. Heather Stewart
See page 29 for address and phone number.

YINKA DENE LANGUAGE INSTITUTE

Yinka Dene Language Instructor Certificate Course

Subjects:	Language Structure, Professionalism and Class Management, Second Language Teaching Methods, Native Language Literacy, Practicum
Prerequisites:	Grade 12 English and fluency in mother tongue.
Location(s):	Vanderhoof - College of New Caledonia Campus Williams Lake
Certification:	A joint Certificate between College of New Caledonia and Yinka Dene Language Institute awarded after completion of the three-year program.
Remarks:	Currently working with the following language groups: Central, Southern, Northern Carrier, Wetsowut'en, Chilcotin, Sekani, and Tahltan.
Contact:	Ms. Rose Pierre Coordinator, Language Instructor Training Yinka Dene Language Institute P.O. Box 7000 VANDERHOOF, British Columbia V0J 3A0 Phone: (604) 567-9236 FAX: (604) 567-3851

ALBERTA

UNIVERSITY OF ALBERTA

School of Native Studies

Subjects:	Community Research Methods, Introduction to Native Studies, Structure of the Cree Language for Cree Speakers, Native Issues and Insights, Native Economic Development, Aboriginal Legal Issues, Management Issues in Native Communities, Native Communication and Negotiation Strategies, Community-Based Research, Métis/Indian/Inuit Issues Seminars
Prerequisites:	Community Research Methods (NS 211), Native Land Use Research and Planning (NS 211 and NS 330), Community-based Research (NS 390)
Location(s):	Edmonton, Alberta
Certification:	Bachelor of Arts Degree in Native Studies
Remarks:	A belief that aboriginal languages, cultures, and philosophies are worthy of respect, as well as a commitment to undertake community-based research, have provided the impetus to create a program of study which will provide our students with the necessary skills to address current problems facing Native peoples.
Contact:	Mr. Richard Price Director, School of Native Studies University of Alberta 11023 - 90 Avenue EDMONTON, Alberta T6G 1A6 Phone: (403) 492-2991 FAX: (403) 492-0527

ALBERTA VOCATIONAL CENTRE - LESSER SLAVE LAKE

Band Administration

Subjects:	Interpersonal Communications for Managers, Stress and Time Management, Personnel Administration, Public Speaking, Financial Management, Parliamentary Procedures, Computer Accounting, Funding - Sources and Applications, Political Science Law, Community Planning, Program Development
Prerequisites:	Preference is given to full-time employees of reserve or settlement offices with at least three months' experience in a managerial position.
Location(s):	Lesser Slave Lake, Alberta
Certification:	Upon completion of the 20-week program, graduates receive a Certificate of Program Completion from Alberta Vocational Centre - Lesser Slave Lake.
Remarks:	Transcripts are issued for courses taken through Athabasca University. Some courses may be applied towards a university degree.
Contact:	Mr. Ron Anderson Director of Continuing Education Alberta Vocational Centre Box 1508 HIGH PRAIRIE, Alberta T0G 1E0 Phone: (403) 523-6690 FAX: (403) 523-3303

ARCTIC INSTITUTE OF NORTH AMERICA - THE UNIVERSITY OF CALGARY

Participatory Action Research

Subjects:	As determined with joint venture partners. To date training in literacy, computer skills, archival research, social science interview methodology, and cultural mapping, has been provided to community residents.
Prerequisites:	Always determined by community joint venture partners.
Location(s):	Prophet River, B.C. Fort McPherson, N.W.T. Lac la Martre, N.W.T.
Certification:	Certification of completion and achievement
Remarks:	

Contact:

Professor M. P. Robinson, A.I.N.A.
The Arctic Institute of North America
The University of Calgary
2500 University Drive N.W.
CALGARY, Alberta
T2N 1N4
Phone: (403) 220-7516
FAX: (403) 282-4609

ATHABASCA UNIVERSITY

The Inuit Way

Subjects: Land and People of the Arctic, Inuit Origins, The Food Quest, Social Collaboration, Social Tension and Conflict, Man and the Supernatural, Creative Expression, The Explorers, Missionaries Traders and Government Officials, Settlement Life, Kabloona, Strategies for the Future

Prerequisites: Anthropology 275 is recommended. Must reside in Canada, and be at least 18 years of age.

Location(s): Across Canada

Certification: 3 credits in the Social Sciences

Remarks:

Contact:

In or south of Red Deer, B.C., or Saskatchewan:
Faculty of Arts
Athabasca University
Southern Regional Office
Room 300, 1040 - 7th Ave. S.W.
CALGARY, Alberta
T2P 3G9
Phone: (403) 262-4522
FAX: (403) 269-8027

North of Red Deer, B.C., and the rest of Canada:
Faculty of Arts
Athabasca University
Northern Regional Office
2nd Floor, 108 St. Building
9942 - 108 Street
EDMONTON, Alberta
T5K 2J5
Phone: (403) 421-8700
FAX: (403) 423-6806

In Fort McMurray:
Faculty of Arts
Athabasca University
Plaza II
607 - 8600 Franklin Avenue
FORT McMURRAY, Alberta
T9H 4G8
Phone: (403) 743-1846
FAX: (403) 790-1106

Native Peoples of Canada

Subjects:	Prehistory, Linguistics, Ethnohistory of Representative North American Groups, Metis and Inuit
Prerequisites:	Resides in Canada, 18 years of age or older
Location(s):	Across Canada
Certification:	Three Faculty of Arts credits can be obtained upon completion of a 6 month homestudy, or 13 to 16 weeks of teleconference seminar courses.
Remarks:	This course is still in development. For more information contact the Faculty of Arts.
Contact:	See previous page for addresses and phone numbers.

BLUE QUILLS FIRST NATIONS COLLEGE

Management Studies Diploma in Business Administration or Management Studies

Subjects:	**Business Administration:** Financial Math, Marketing, Principles in Economics, Principles of Management, Organizational Behaviour, Accounting, Personnel Administration, Business Computers, Business Finance, Business Law, Business Policy **Management Studies:** Management, Human Resources, Marketing, Accounting, Finance
Prerequisites:	Applicants must have an Alberta High School Diploma or equivalent, a skills appraisal, and an interview
Location(s):	St. Paul, Alberta
Certification:	1 Year Certificate or 2 Year Diploma
Remarks:	The **Business Administration Program** lays the foundation for a successful career in business. The **Management Studies** program provides practical management training to prepare the student for the realities of the business world.
Contact:	Mr. Ron Szala Management Studies Coordinator & Instructor Blue Quills First Nations College Box 279 ST. PAUL, Alberta T0A 3A0 Phone: (403) 645-4455 Ext. 179

GRANT MacEWAN COMMUNITY COLLEGE

Management Certificate

Subjects: Communications, Economics, Business Computing, Financial Math, Organizational Behaviour, Principles of Management, Marketing, Business Option, Management Accounting

Prerequisites: No academic credentials are required but, students must successfully complete a Skills Appraisal exam before taking the Communications course.

Location(s): Edmonton, Alberta. Delivered at other locations and in condensed time lines upon request.

Certification: After 2 to 4 years of part-time evening study, a certificate is awarded.

Remarks:

Contact:
Ms. Leanna Price
Business Outreach
Grant MacEwan Community College
2nd Floor, 10030 - 107 Street
EDMONTON, Alberta
T5J 3E4
Phone: (403) 441-4670
FAX: (403) 441-4893

Customized Business and Professional Development Courses

Subjects: Secretarial Skills, Business Writing Techniques, Supervisory Skills, Negotiating Skills, Powerful Presentations, Effective Meetings, Customer Service, Board Development, Small Business Development, Proposal Writing, Communication Skills, Self Esteem Building, Dealing With Difficult People, Financial Management, Microcomputer Software Training, Team Building, (Any other business topics requested)

Prerequisites: No formal requirements. These seminars are specifically designed to meet the unique requirements of band managers, supervisors, support staff, administrators, and councillors.

Location(s): Any location.

Certification: Non-credit certificates granted to those who attend 80% of the class time. Courses vary in length, depending on course and participant needs.

Remarks: The seminars can be mixed and matched to create the appropriate training for individual bands.

Contact:
Ms. Debra Allen
Business Outreach
Grant MacEwan Community College
2nd Floor, 10030 - 107 Street
EDMONTON, Alberta
T5J 3E4
Phone: (403) 441-4674
FAX: (403) 441-4893

Microcomputer Accounting Certificate

Subjects: Keyboarding, Communications, Financial Accounting, Management Accounting, Computer Accounting, Business Computing, Applications, Accounting Option, Microcomputer Applications, Microcomputer Option

Prerequisites: No academic credentials are required but, students must successfully complete a Skills Appraisal exam before taking the Communications course.

Location(s): Edmonton, Alberta. Delivered at other locations and in condensed time lines upon request.

Certification: Certificate

Remarks:

Contact: Ms. Leanna Price
See page 38 for address and phone number.

Ben Calf Robe Adult Education

Subjects: English, Native Studies, Career Development, Math, Life Skills

Prerequisites: Must be of aboriginal descent, and must be 20 years of age or older.

Location(s): Ben Calf Robe Centre, Edmonton, Alberta

Certification: After 10 months, the student achieves grade nine equivalency

Remarks: The program consists of an all native class dedicated to academic excellence and awareness of Native culture.

Contact:
Ms. Mavis Averill
Project Supervisor
Ben Calf Robe Adult Education
11833 - 64 Street
EDMONTON, Alberta
T5W 4J2
Phone: (403) 471-2360

Native Women Pre-Employment Training

Subjects:	Native Culture, Self Development, Career Planning, Balancing Work and Personal Life, Work Experience in the Community, Job Finding
Prerequisites:	Must be interviewed by Career Development Program staff prior to admission.
Location(s):	Cromdale Campus, Grant MacEwan Community College, Edmonton
Certification:	Successful completion of the course results in the receipt of a non-credit certificate
Remarks:	
Contact:	Ms. Donna Mae Winquist Project Supervisor Career Development Program Community Education Division Grant MacEwan Community College 8020 - 118 Avenue EDMONTON, Alberta T5B 0R8 Phone: (403) 477-0200 or (403) 477-0227

LAKELAND COLLEGE

Business Administration

Subjects:	Communications, Operations Management, Investments, Financial Management, Small Business Management, Principles of Management, Management Information Systems, Organizational Behaviour, Business Law
Prerequisites:	Alberta/Saskatchewan High School Diploma, English 30 or 33, Gr. 12 math or equivalent. Admission is possible under the mature status admission policy.
Location(s):	Vermilion Campus, Alberta Lloydminster Campus, Saskatchewan North Campus (St. Paul, Fort Kent, Tri-Town), Alberta
Certification:	Certification of participation for attendance. Mini certification for completion of required courses totalling 1600 hours, or 2 year Diploma.
Remarks:	Courses, and the mini certificate, are transferable to the two year Diploma program. Students choose a 2nd year specialization or major in the following fields: accounting, management, computer science, appraisal and assessment or agribusiness. Courses can be adapted for Native students.
Contact:	Ms. Fran Moffat Programmer, Lakeland College St. Paul Community Learning Centre Box 2259 ST. PAUL, Alberta T0A 3A0 Phone: (403) 645-3276 FAX: (403) 645-3199

MASKWACHEES CULTURAL COLLEGE

Cree Language Instructor Training

Subjects: Oral Cree Language Development, Roman Orthography, Syllabics, Cree Linguistics, Introduction to Instruction, Practicum, Teaching of Cree Literacy, Teaching of Cree Culture Through Language, Language Acquisition in Human Development, The Development of Learning Materials, Teaching of Cree Language Through Fine Arts, The Organization of the Cree Language Program: Policies and Procedures

Prerequisites: Highschool Diploma or eligibility for mature student status. Oral fluency in Cree also required.

Location(s): Maskwachees Cultural College, Hobbema, Alberta

Certification: A Post-Secondary Certificate is awarded after successfully completing the ten month program

Remarks: This program is designed for Indian people who wish to gain employment as Cree language instructors in schools or other educational institutions.

Contact: Mr. Walter Lightning
Dean, Department of Cultural Studies
Maskwachees Cultural College
Box 360
HOBBEMA, Alberta
T0C 1N0
Phone: (403) 585-3925
FAX: (403) 585-2080

Early Childhood Development

Subjects: Child Development, Interpersonal Communications, Child Development Through Play, Written and Visual Communication, Cree Language Development, St. John's First Aid and CPR, Practicum, Health Safety and Nutrition, Working with Family and Community, Guidance and Care of Young Children, Creative Programming, Fine Arts

Prerequisites: High school Diploma or mature student status

Location(s): Maskwachees Cultural College, Hobbema, Alberta

Certification: A Post-Secondary Certificate is granted upon successful completion of the ten month program.

Remarks: Program prepares Indian students for employment in child care centres, or for further studies.

Contact: Mr. Peter Hyde
Dean, Department of Skills Training
Maskwachees Cultural College
Box 360
HOBBEMA, Alberta
T0C 1N0
Phone: (403) 585-3925
FAX: (403) 585-2080

Indian Band Administration Program: Certificate in Accounting

Subjects: Cree Language, Cree Studies, English, Mathematics, Management of Money, Computer Applications, Introductory Economics, Accounting, Management Accounting, Indian Public Administration, Organizational Behaviour and Design
Prerequisites: Highschool Diploma or eligibility for mature student status
Location(s): Maskwachees Cultural College, Hobbema, Alberta
Certification: Post-Secondary Certificate awarded after successful completion of the two year program.

Remarks: Program introduces Indian people to the principles and practices of Accounting with emphasis on Indian band financial accounting requirements. Program leads to Professional Certification for Accountants, or to a University Degree in Business Administration.

Contact: Mr. Peter Hyde
See previous entry for address and phone number.

Indian Band Administration Program: Certificate in Band Management

Subjects: Cultural Camp with Elders, Cree Language, English, Math, Cree Studies, Economics, Management, Accounting, Training Leadership and Communication, Organizational Behaviour and Design, Introduction to Government, Management Systems, Personnel Management and Labour Relations
Prerequisites: Highschool Diploma or eligibility for mature student status.
Location(s): Maskwachees Cultural College, Hobbema, Alberta
Certification: A Post-Secondary Diploma

Remarks: The program is designed to introduce Indian people to the principles and practices of Band Management within a culturally appropriate framework. The program leads to a university degree in Business Management or to further college-level certification opportunities.

Contact: Mr. Peter Hyde
See page 43 for address and phone number.

Indian Band Administration Program: Certificate in Computer Applications

Subjects: Cree Language Development; Keyboarding; Office Mathematics; Accounting Theory; Computer History, Components, Theory, and Purchasing; Word Processing; Spreadsheet Management; Database Management; Bookkeeping/Accounting; Desktop Publishing; Computer Networks; Essential DOS
Prerequisites: Highschool diploma or eligibility for mature student status
Location(s): Maskwachees Cultural College, Hobbema, Alberta
Certification: Post-Secondary Certificate awarded after successfully completing 760 hours (8 months) of instruction.

Remarks: Program leads to employment in Band Financial Departments, small businesses, or in other financial institutions.

Contact: Mr. Peter Hyde
See page 43 for address and phone number.

Indian Social Work Program

Subjects: Introduction to Social Work; Cree Language Development; Cree Studies; Human Relationships; Social Work Methods in Communication Skills, Interviewing, and Planning and Evaluation; Human Development; Poverty, Human Service and Social Welfare; Effects of Residential Schooling on Indian Society; Counselling, A Generalist Perspective; Theoretical Perspectives; Cultural Camp With Elders; University/College Learning Strategies; Abuse Theories
Prerequisites: Highschool Diploma, or mature student status.
Location(s): Maskwachees Cultural College, Hobbema, Alberta
Certification: Two years

Remarks: Program prepares Indian students to continue studies at the university level

Contact: Mr. Peter Hyde
See page 43 for address and phone number.

Secretarial Training Program

Subjects: **Level One:** Typing, Business Communications, Business Mathematics, Personal Development, Cree Language Development, Office procedures, Introduction to Computers, Work Practicum, Bookkeeping, Word Processing, Machine Transmission
Diploma Training: Advanced Business Communications, Advanced Typing, Advanced Word Processing, Accounting, Shorthand, Personal Living Skills, Cree Language Development, Office Management, Computers - Spreadsheets/Database, Cree Studies

Prerequisites: **Level One:**
Diploma Training:

Location(s): Maskwachees Cultural College, Hobbema, Alberta

Certification: Successful completion of the ten month **Level One** Program results in a Post-Secondary Certificate. The ten month **Diploma Training** leads to a Post-Secondary Diploma.

Remarks: The **Level One** Program leads to employment or to further training. Special emphasis is given to the provision of support services within a culturally appropriate framework. The **Diploma Training** Program prepares Indian people for employment in senior level secretarial or office administration positions with emphasis on the provision of support services in an Indian cultural framework.

Contact: Mr. Peter Hyde
See page 43 for address and phone number.

Teaching Assistant for Native Schools

Subjects: Cree Language Development, English, Cree Studies, Instructional Methodology, Practicum in Instruction, Early Childhood Development, Counselling, Instructional Materials Development, Use of A/V Equipment for Instructional Purposes

Prerequisites: Highschool Diploma or eligibility for mature student status

Location(s): Maskwachees Cultural College, Hobbema, Alberta

Certification: Post-Secondary Certificate awarded upon successful completion of the ten month program.

Remarks: The program prepares Indian people for employment in Indian schools as teaching assistants capable of working in a team relationship with the teachers.

Contact: Mr. Peter Hyde
See page 43 for address and phone number

University General Studies Transfer

Subjects:	Full time students are required to take a minimum of 8 curses over three terms per year.
Prerequisites:	For admission to this program, students must have been accepted into a university as full students.
Location(s):	Maskwachees Cultural College, Hobbema, Alberta
Certification:	Diploma in General Studies awarded upon successful completion of two full years of university studies.
Remarks:	Students can complete two full years of university degree studies through this program, and can transfer at the third year level to a university of their choice.
Contact:	Ms. Fern Thompson Dean, Department of Academic Studies Maskwachees Cultural College Box 360 HOBBEMA, Alberta T0C 1N0 Phone: (403) 585-3925 FAX: (403) 585-2080

NECHI INSTITUTE

Native Trainers Development

Subjects: Communications, Problem Solving, Needs Assessment and Analysis, Trainers Practicum, Facilitation Skills

Prerequisites: Must have good reading, writing, and speaking skills.

Location(s): St. Albert, Alberta

Certification: A certificate is awarded upon the completion of the program. The program consists of a 20-day workshop with four 5-day training sets.

Remarks: This program is accredited with the University of Athabasca.

Contact:
Ms. Phyllis Nault
Training Coordinator
The Nechi Institute of Drug and Alcohol Education
Box 3884, Postal Station D
EDMONTON, Alberta
T5L 4K1
Phone: (403) 458-1884

Organizational Development and Program Management Workshops

Subjects: Philosophy of Management, Fiscal Management Techniques, Human Resource Development, Applied Strategic Planning, Internal and External Relations

Prerequisites: The first module is a prerequisite for all other modules.

Location(s): St. Albert, Alberta

Certification: A certificate is awarded upon the completion of the program. This program consists of five 6-day workshops.

Remarks: The workshops are accredited with the University of Alaska and the University of Anchorage.

Contact: Ms. Phyllis Nault
See previous entry for address and phone number.

NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

Contract Services

Subjects: Introduction to Microcomputers, On-reserve Small Business Development, Word Processing, Computerized Accounting, Business Communications, Meeting and Conference Skills, Other management-related courses as requested

Prerequisites: No formal requirements

Location(s): On-site
NAIT - Main Campus - Edmonton, Alberta
NAIT - Westerra Campus - Stony Plain, Alberta

Certification: Non-credit certificate. Duration of the courses varies depending on need.

Remarks: NAIT responds to the management and administration training needs of native bands by designing and delivering specific training programs on a contractual basis.

Contact: Mr. Percy Woods
Manager
NAIT Seminars and Conferences
11762 - 106 Street
EDMONTON, Alberta
T5G 2R1
Phone: (403) 471-7585
FAX: (403) 471-8583

IMD - Band Accountants Training Program

Subjects: Accounting, Business Math, Keyboarding, IBM PC-DOS, Lotus 1-2-3 Introduction and Intermediate, Laser Jet Printers, ACCPAC A/R & A/P, ACCPAC General Ledger, Servicing & Troubleshooting your PC, Data Ease, Budgeting and Auditing, ACCPAC Canadian Payroll, ACCPAC Inventory Control

Prerequisites: No formal requirements

Location(s): On-site
NAIT - Main Campus - Edmonton, Alberta
NAIT - Westerra Campus - Stony Plain, Alberta

Certification: Non-credit Continuing Education Certificate (Accounting, Business Math have credit to N.A.I.T. diploma program). The program consists of four 1-week quarters (3 days/week, every week).

Remarks: This program can also be delivered without the microcomputer component with communication and management courses replacing the microcomputer courses. Scheduling is on an as-needed basis.

Contact: Mr. Percy Woods
See page 48 for address and phone number.

IMD - Basic Business Management Program

Subjects: Communication Skills, Interpersonal Skills, Time Management & Goal Setting, Problem Solving and Decision Making, Personnel Management

Prerequisites: No formal requirements however this program is geared to Band Councillors and Administrators.

Location(s): On-site
NAIT - Main Campus - Edmonton, Alberta
NAIT - Westerra Campus - Stony Plain, Alberta

Certification: Basic Business Management Continuing Education Certificate is awarded after completing the five-day course.

Remarks: Scheduling is on an as-needed basis.

Contact: Mr. Percy Woods
See page 48 for address and phone number.

Indian Management Development Seminar Series

Subjects: Time Management & Goal Setting, Meeting Skills, Managing Change & Organizational Development, Management Accounting for Decision Making, Dealing With the Public, Proposal Writing, Dealing With Difficult People, Accounting for Non-accountants, Effective Public Speaking, Problem Solving and Decision Making, Budgeting, Forecasting & Long Term Planning, Negotiation Skills, Letters & Memos That Get Results

Prerequisites: No formal requirements. These seminars are directed at and designed for Band Councillors, Band Managers, and administrative support personnel.

Location(s): On-site
NAIT - Main Campus - Edmonton, Alberta
NAIT - Westerra Campus - Stony Plain, Alberta

Certification: Non-credit certificate after completing the one-day course.

Remarks:

Contact: Mr. Percy Woods
See page 48 for address and phone number.

Managing the Development Process

Subjects:	Management, Decision Making, Project Management, Planning, Organizations and Organizing, Working with People, Communication, Policies and Administration, The Law and Bands, Labour Law, Contract Law, Accounting, Community Development, Accountability and Control, Computer Literacy
Prerequisites:	No formal requirements. These seminars are directed at and designed for Band Councillors, Band Managers, and administrative support personnel.
Location(s):	On-site NAIT - Main Campus - Edmonton, Alberta NAIT - Westerra Campus - Stony Plain, Alberta
Certification:	Non-credit certificate awarded after 17 months (3 classroom days and 4 on-the-job consultation days per band per month).
Remarks:	
Contact:	Mr. Percy Woods See page 48 for address and phone number.

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

Customized Courses in Band Management

Subjects: Interpersonal Communications, Train the Trainer, Accounting, Decision Making, Band Management, Office Management, Paramedic, Personnel Management, Oil and Gas Accounting, Time Management, Team Building, Customer Service

Prerequisites: Varies depending on the course and band needs.

Location(s): On the reserve

Certification: Successful students receive a certificate. Course duration varies depending on the course and band needs.

Remarks: Some of the courses are accredited. Programs can be customized upon demand for individual band needs. If any requirement for attractions industries are required, there is a process for identifying and delivering courses for the attractions segment of the tourism industry.

Contact:
Mr. Louis Masson
Coordinator, Customized Training Program
Southern Alberta Institute of Technology
1301 - 16th Avenue NW
CALGARY, Alberta
T2M 0L4
Phone: (403) 284-8698

Human Resource Management

Subjects: Train-the-Trainer, Customer Service, Managing Change, Orientation for Employees, Interpersonal Communications, Written Communications, Conflict Management, Interviewing Techniques, Time Management, Motivational Techniques, Delegation, Decision Making, Problem Solving

Prerequisites:

Location(s): on site at SAIT

Certification: Courses last from 1 to 5 days depending on the course. Certification is to be announced.

Remarks: Programs can be customized to suit particular needs.

Contact:
Mr. Louis Masson
Project Manager
Business Education Department
Southern Alberta Institute of Technology
CALGARY, Alberta
1301 16th Avenue N.W.
T2M 0L4
Phone: (403) 284-8373

UNIVERSITY OF LETHBRIDGE

Aboriginal Government Manager Training

Subjects: First Level Supervisor, Middle Manager, Senior Manager, Band-Owned Corporation Chief Executive, Band Council Orientation

Prerequisites: Basic literacy recommended

Location(s): Lethbridge, Alberta, and Native communities in the Northwest Territories, British Columbia, Manitoba, and Ontario. The University of Lethbridge is also attempting to locate client bands in Saskatchewan and the Yukon.

Certification: Recognition of Training Certificate is awarded upon completion. Duration of the courses is as follows:
First Level Supervisor: 15 workshop days
Middle Manager: 15 workshop days
Senior Manager: 15 workshop days
Band-Owned Corp. Chief Executive: 15 workshop days
Band Council Orientation: 2 to 4 workshop days

Remarks: These workshops are designed for adult Native people who occupy or wish to occupy managerial positions in aboriginal governments, band-owned corporations, or private businesses in native communities, and who do not wish to spend two to four years pursuing a management degree or certificate. Workshops should be organized by aboriginal governments or tribal councils. Funding is available, and CAMET will assist in accessing funding.

Contact:
Mr. Rick Hinton
Director
Centre for Aboriginal Management
Education Training (CAMET)
Faculty of Management
The University of Lethbridge
4401 University Drive
LETHBRIDGE, Alberta
T1K 3M4
Phone: (403) 329-2114 or 329-2400
FAX: (403) 329-2038

Native Entrepreneurship Training

Subjects: Operations, Accounting, Marketing, Business Plan, Strategy, Finance
Prerequisites: Basic literacy recommended
Location(s): Lethbridge, Alberta, and Native communities in the Northwest Territories, British Columbia, Manitoba, and Ontario.
Certification: Recognition of Training Certificate awarded upon completion. Duration of the courses is as follows:
Small Business Management (Operations and Accounting):
7 weeks, full time
New Venture Development (Marketing, Business Plan):
15 workshop days
Native Entrepreneurship (Strategy and Finance):
15 workshop days

Remarks: These workshops are designed for adult native people who occupy or wish to occupy managerial positions in aboriginal governments, band-owned corporations, or private businesses in native communities who do not wish to spend two to four years pursuing a management degree or certificate. Funding is available, and CAMET will assist in accessing funding.

Contact: Mr. Rick Hinton
See page 52 for address and phone number.

Skills Training in Specific Topics

Subjects: Organizational Design, Canadian Indian Labour Law, Economic Development Officer, Effective Communications, Negotiating Techniques, Financing Native Organizations, Conflict Resolution, Coping with Change, Media Relations, Project Management, Team Building, Native Tourism
Prerequisites: Basic literacy recommended
Location(s): Lethbridge, Alberta, and Native communities in the Northwest Territories, British Columbia, Manitoba, and Ontario
Certification: Recognition of Training Certificate

Remarks: These workshops are designed for groups of adult native people who occupy, or wish to occupy, managerial positions in aboriginal businesses in native communities. Funding is available, and CAMET will assist in accessing funding.

Contact: Mr. Rick Hinton
See page 52 for address and phone number.

Business Enterprises and Self-Governing Systems (BESS) Program - Bachelor of Management Degree

Subjects:	Raising Capital and Money, Socio-Economic Planning in Aboriginal Communities, Management in Aboriginal Communities & Organizations, Public Finance: Policy & Procedures Regarding Aboriginal Peoples, Cooperative Management Strategies of Aboriginal Peoples, Small Business Management, Native Law and Economic Development, Organization and Design of Aboriginal Business Enterprises and Economic Development Projects, Administrative Systems of Aboriginal Governments
Prerequisites:	2 years of Arts and Sciences, some courses required.
Location(s):	University of Lethbridge, Lethbridge, Alberta
Certification:	Bachelor of Management Degree awarded after successfully completing the four-year program
Remarks:	
Contact:	Mr. Doug Elias Coordinator of BESS Program The University of Lethbridge 4401 University Drive LETHBRIDGE, Alberta T1K 3M4 Phone: (403) 329-5180 FAX: (403) 329-2038

Business Enterprises and Self-Governing Systems (BESS) Program - Management Certificate

Subjects:	Introduction to Management; Introductory Accounting; Organizational Behaviour; Personnel Management & Labour Relations; Raising Capital and Money; Public Finance Policy & Procedures Regarding Aboriginal Peoples; Management in Aboriginal Communities and Organizations; Socio-Economic Planning in Aboriginal Communities; Organization & Design of Aboriginal Business Enterprises & Economic Development Projects; Training, Leadership and Communication Skills; Development Projects; Agriculture Production Management; Small Business Management; The Economies of Indian, Inuit and Metis Peoples; Native Law and Economic Development
Prerequisites:	Mature student status
Location(s):	University of Lethbridge, Lethbridge, Alberta
Certification:	Certificate in Management is awarded after successful completion of three terms (can be completed in one year)
Remarks:	
Contact:	Mr. Doug Elias See previous entry for address and phone number.

SASKATCHEWAN

MEADOW LAKE TRIBAL COUNCIL

Indian Child Care Program

Subjects: Child Development, Interpersonal Skills, Practicum
Prerequisites: Grade 12, GED equivalent, or mature student status
Location(s): Wakayos Child Care Training Centre, Meadow Lake, Saskatchewan
Certification: 1st Year - Certificate
2nd Year - Diploma
Remarks:

Contact: Ms. Marie McCallum, Director MLTC ICCP or
Ms. Beverly Peel, Instructor/Consultant
P.O. Box 1360
MEADOW LAKE, Saskatchewan
S0M 1V0
Phone: (306) 236-5654
FAX: (306) 236-6301

New Opportunities Project

Subjects: Basic Literacy, Adult Education 5-10, GED Preparation, Academic/Employment Support and Referrals, Personal Skills Development, Distance Education (Highschool and University Courses, Technical/Vocational - Office Technology Courses), Apprenticeship Programming (Carpentry/Power Engineering)
Prerequisites: Adult learner (18 years of age, minimum one year out of regular education system, and must meet entrance requirements of external educational institutions)
Location(s): Meadow Lake Council Region
Certification: From accredited provincial institutions

Remarks: Operation of programming facilitated from Learning Centres and managed presently by on instructor/manager. Distance delivery of some programs.

Contact: Ms. Glenda Wuttunee
Clerk, New Opportunities Project
Meadow Lake Tribal Council
P.O. Box 1360
MEADOW LAKE, Saskatchewan
S0M 1V0
Phone: (306) 236-5654
FAX: (306) 236-6301

NATIONAL INDIAN FORESTRY INSTITUTE

62 Week Integrated Forestry Worker Program

Subjects: Themes of the program include measurements, logging, silviculture, economics, and multiple use subjects.

Prerequisites: Grade 12 or equivalent with a good background in mathematics and natural sciences. Forestry experience as asset but not mandatory. Applicant must be at least 17 years old and out of school for one year. Non-Academic requirements include successful completion of a St. John's First Aid Course.

Location(s): Flying Dust Reserve, Meadow Lake, Saskatchewan

Certification: Diploma program

Remarks:

Contact:
Student Services
National Indian Forestry Institute
P.O. Box 2138
MEADOW LAKE, Saskatchewan
S0M 1V0
acting director: Joseph (Butch) Babin
Phone: (306) 236-5654
FAX: (306) 236-6301

NORTEP/NORPAC

Northern Teacher's Education Program
Northern Professional Access College

Subjects: A wide range of Education, Arts, and Sciences classes. Some are totally focused upon Indian culture, others include a mixture of western academic studies and traditional culture.

Prerequisites: The usual university entrance requirements. But, we do have a provision for accepting over "21" year old adults under a "mature entrance" program.

Location(s): La Ronge, Saskatchewan

Certification: A Bachelor of Education can be achieved in five years. There is also a 2-year Arts and Science Certificate.

Remarks:

Contact:
Mr. Al Ducharme
Assistant Director
Box 500
LA RONGE, Saskatchewan
S0J 1L0
Phone: (306) 425-4411
FAX: (306) 425-4213

SASKATCHEWAN INDIAN FEDERATED COLLEGE - UNIVERSITY OF REGINA

Bachelor of Arts; Indian Fine Arts Major

Subjects: Introduction to Indian Art, Plant Material in Art, Animal Materials in Art, Graphics, Painting, Natural Media Sculpture, Man-Made Sculptural Media, American Indian Art, Early Canadian Indian Art in Transition, Indian Art in Saskatchewan

Prerequisites: Grade 12 or equivalent, with 65% average in required subjects. Portfolio is also required.

Location(s): SIFC, Regina, Saskatchewan

Certification: After successfully completing the three year program, students are awarded a Bachelor of Arts degree from the University of Regina

Remarks:

Contact: B. Boyer
Head, Department of Indian Fine Arts
Saskatchewan Indian Federated College
118 College West
University of Regina
REGINA, Saskatchewan
S4S 0A2
Phone: (306) 584-8333 or 584-8334
FAX: (306) 584-0955

Bachelor of Arts Ordinary - Cree or Ojibway Linguistics

Subjects: Conversational Cree, Dakota, Nakota, Ojibway, or Dene; Cree, Dakota, Nakota, Ojibway, or Dene Grammar and Orthography; Cree Literature; Principles of Translation; Ojibway Literature in English Translation; Ojibway Syllabics and Principles of Translation; General Linguistics; The Structure of Modern English; Language Awareness; Contrastive Analysis of Indian Languages; Phonetics and Phonology

Prerequisites: Grade 12 or equivalent, with 65% average in required courses.

Location(s): SIFC, Regina, Saskatchewan

Certification: After completing the 4 year program, students receive a Bachelor of Arts diploma from the University of Regina.

Remarks:

Contact:
B.D. Galloway
Head, Department of Indian Languages, Literatures, and Linguistics
Saskatchewan Indian Federated College
118 College West
University of Regina
REGINA, Saskatchewan
S4S 0A2
Phone: (306) 584-8333 or 584-8334
FAX: (603) 584-0955

Bachelor of Arts Ordinary - English

Subjects: Matriculation Literature and Composition (Fiction Drama, and Poetry Composition); Literature and Composition; Creative Writing; Structure of Modern English; Contemporary American Indian Fiction; Canadian Literature

Prerequisites: Grade 12 or equivalent, with 65% average in required courses.

Location(s): SIFC, Regina, Saskatchewan

Certification: Upon completion of the four year program, students receive a Bachelor of Arts degree from the University of Regina.

Remarks:

Contact:
B. Selinger
Head, Department of English
Saskatchewan Indian Federated College
118 College West
The University of Regina
REGINA, Saskatchewan
S4S 0A2
Phone: (306) 584-8333 or 584-8334
FAX: (306) 584-0955

Bachelor of Arts - Indian Studies

Subjects: Introduction to Indian Studies, International Indigenous Issues, The Plains of Ojibway or Saulteaux, Politics and the Canadian Indian, Principles of Indian Law, Traditional Foundations of Indian Societies in Canada, Indian Culture and Personality, Urbanization and the Canadian Indian, Reserves - Their History and Development, Indian Economic History

Prerequisites: Grade 12 or equivalent with a 65% average in required courses.

Location(s): Indian Studies can be taken at either the Regina or Saskatoon campuses of SIFC.

Certification: Students may work towards a Bachelor of Arts Ordinary which is a three year program, or they may choose to obtain either a Bachelor of Arts Advanced or a Bachelor of Arts Honours, which are four year programs.

Remarks: Indian Studies seeks to preserve, transmit and interpret the cultural knowledge of the Indigenous Peoples of the Americas. Indian Studies interprets the past, clarifies contemporary thinking and anticipates the future with sensitivity and enthusiasm for the traditional values and needs of Indigenous People.

Contact: D.R. Miller
Head, Department of Indian Studies
Saskatchewan Indian Federated College
118 College West
University of Regina
REGINA, Saskatchewan
S4S 0A2
Phone: (306) 584-8333 or 584-8334
FAX: (306) 584-0955

Certificate in Indian Communication Arts

Subjects: Communication Law, Photography, Interviewing Techniques, Reporting Techniques, Reporting Workshop, Role of the Media in Society, Management Marketing and Advertising, Print Media Production, Introduction to Radio and Television Production

Prerequisites: Grade 12 or equivalent with an average of 65% in required subjects. Applicants must write a 500-word essay in a topic assigned by INCA, and must attend an interview with the selection committee.

Location(s): SIFC, Regina, Saskatchewan

Certification: Successful students who complete the two year course receive a Certificate in Indian Communication Arts through the University of Regina.

Remarks: Students enroled in the INCA program may work as journalists for existing media outlets; as information officers for Indian bands and organizations; as community reporters; or to initiate new communication media in their respective communities.

Contact: D.R. Miller
See previous entry for address and phone number.

Certificate in Indian Health Studies

Subjects: Introduction to Health Concepts, Health Care, and the Health Professions; Traditional Indian Medicine and Healing; Contemporary Issues in Indian Health Care Seminar

Prerequisites: Grade 12 or equivalent, with 65% average in required courses.

Location(s): SIFC, Regina, Saskatchewan

Certification: Course length varies depending on individual goals. Upon completion of the 1 to 2 year program, students receive a Certificate in Indian Health Studies.

Remarks: This pre-professional program is designed to give the individual the necessary background and skills to succeed in a professional health career program.

Contact:

J.D. Henry
Head, Department of Science or
D.R. Miller
Head, Department of Indian Health Studies
Saskatchewan Indian Federated College
118 College West
University of Regina
REGINA, Saskatchewan
S4S 0A2
Phone: (306) 584-8333 or 584-8334
FAX: (306) 584-0955

Bachelor of Education Program (Elementary)

Subjects: Communication Skills; Principles and Practices of Education; Instructional Skills and Strategies; Educational Psychology for Teachers; Teaching Elementary School Language Arts, Music, Physical Education, Reading, Science, Social Studies, Art, and Health Education

Prerequisites: Grade 12 or equivalent, with an average of 65% in required subjects.

Location(s): SIFC, Regina, Saskatchewan

Certification: Students who successfully complete the four year program receive a Bachelor of Education degree from the University of Regina.

Remarks:

Contact: L. Goulet
Head, Faculty of Indian Education
Saskatchewan Indian Federated College
118 College West
University of Regina
REGINA, Saskatchewan
S4S 0A2
Phone: (306) 584-8333 or (306) 584-8334
FAX: (306) 584-0955

Bachelor of Science Degree

Subjects: **The common first year consists of the following courses:** English, Math, Indian Health Studies, Biology, or Computer Science
In second year students begin to decide which area of the natural sciences, computer sciences, or mathematics he/she wishes to specialize.

Prerequisites: Students who complete the common first year with a 60% or better average, gain admission into the program.

Location(s): SIFC, Regina, Saskatchewan

Certification: At the end of the five-year academic program, the student should be awarded a Bachelor of Science Degree with a major in the student's chosen specific specialization.

Remarks: University science and math programs offered by SIFC have the commitment of presenting curriculum with a strong Indian perspective, as well as articulating the relevance of the natural and mathematical sciences to contemporary Indian concerns.

Contact: J.D. Henry
Head, Department of Science
Saskatchewan Indian Federated College
118 College West
University of Regina
REGINA, Saskatchewan
S4S 0A2
Phone: (306) 584-8333 or 584-8334
FAX: (306) 584-0955

Bachelor of Administration Degree

Subjects: The Principles of Indian Law, Traditional Foundations of Indian studies, General Band Administration & Principles of Band Management, Band Business Development, Band Planning, Indian Reserve Economic Planning, Negotiation, Indian Business Law, Politics & the Canadian Indian, Indian Public Administration, Planning and Control in Indian Public Organizations, Physical Resources (Subjects depend on which area of concentration is chosen: Business Administration, Public Administration or Development Administration)

Prerequisites: Applicants must be a highschool graduate, or obtain the permission of SIFC.

Location(s): Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.

Certification: Upon completion of 32 classes, successful students are awarded a Bachelor of Administration Degree.

Remarks:

Contact: Mr. Paul Dudgeon, Head
School of Business and Public Administration
Saskatchewan Indian Federated College
Room 118, College West Building
University of Regina
REGINA, Saskatchewan
S2S 0A2
Phone: (306) 779-6236
FAX: (306) 584-0955

Diploma of Associate in Administration

Subjects: Introduction to Administration and Organizational Behaviour, Introduction to Financial Accounting, Marketing, Personnel Administration & Industrial Relations, Introduction to Quantitative Analysis & Operations Management, Introduction to Managerial Accounting, Managerial Finance

Prerequisites: High school graduate or permission of SIFC.

Location(s): Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.

Certification: The Bachelor of Administration diploma requires sixteen classes (64 credit hours) to be taken in two years of full-time study or longer through part-time enrolment.

Remarks:

Contact: Mr. Paul Dudgeon, Head
See previous entry for address and phone number.

Certificate in Administration Offered through SIFC Extension

Subjects: Introduction to Administration and Organizational Behaviour, General Band Administration and Principles of Band Management, Band Business Development, Indian Public Administration, Introduction to Financial Accounting, Band Planning

Prerequisites: High school graduate or permission of SIFC.

Certification: Certificate in Administration is awarded after successfully completing four semesters.

Location(s): Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.

Remarks:

Contact: Mr. Paul Dudgeon, Head
See page 63 for address and phone number.

Certificate in Continuing Education/Administrative Development Offered through SIFC Extension

Subjects: Introduction to Administration and Organizational Behaviour, Introduction to Financial Accounting, Introduction to Microeconomics, Literature and Composition, Introduction to Computers, General Band Administration and Principles of Band Management, General Band Planning, Indian Public Administration, Band Business Development

Prerequisites: High school graduate or permission of SIFC

Certification: Certificate in Continuing Education. This certificate requires 8 classes (32 credit hours) over 2 semesters of full time study, or longer if on a part-time basis.

Location(s): Regina for on-campus students. All classes listed above will also be offered off campus at various locations throughout the province.

Remarks: Other approved University credit classes accepted.

Contact: Mr. Paul Dudgeon, Head
See page 63 for address and phone number.

Certificate or Bachelor of Indian Social Work

Subjects:	Human Relations, Cultural Camp, Communication Skills in Social Work Practice, Human Growth and Behaviour, Application of Social Sciences in Social Work, Social Work Practice, Social Work Practicum, Community Work, Social Work Research
Prerequisites:	Grade 12 or equivalent, with at least 65% average in required subjects. A minimum of one year human service experience is required prior to acceptance into either the Certificate or Degree program.
Location(s):	SIFC, Saskatoon Campus, Saskatchewan Two-year certificate programs are also offered in Prince Albert Saskatchewan (by agreement with the Prince Albert District Chiefs Council), and Merritt, British Columbia (through Nicola Valley Institute of Technology)
Certification:	After two years, a Certificate in Indian Social Work is awarded. Upon successful completion of the four-year program, a degree in Indian Social Work is granted.
Remarks:	The School of Social Work places emphasis upon the acquisition of social work knowledge that is relevant from an Indian perspective, and skills which may be useful in Indian communities.
Contact:	E.W. Epp Head, School of Indian Social Work Saskatchewan Indian Federated College Box 8098 310 - 20th Street East SASKATOON, Saskatchewan S7K 0A7 Phone: (306) 931-1800 FAX: (306) 665-0175

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Business Administration

Subjects: Accounting, Data Processing, Communications, Microeconomics, Introduction to Management, Mathematics of Finance, Macroeconomics, Marketing, Statistics, Organizational Behaviour, Industrial Relations, Retailing, Salesmanship, Credit and Collections, Purchasing, Taxation, Administration, Money and Banking, Commercial Law, Managerial Accounting

Prerequisites: Grade 12, GED 12, ABE 12, and a strong aptitude for Algebra and English.

Location(s): Prince Albert, Saskatchewan

Certification: Upon completion of the two-year program, students are awarded an accredited Diploma in Business Administration from Palliser Campus, Moose Jaw, Saskatchewan Institute of Applied Science and Technologies

Remarks: Seats 35 annually.

Contact: Mr. Walter Isbister
Prince Albert Tribal Council
340 - 22nd Street East
PRINCE ALBERT, Saskatchewan
S6V 1N4
Phone: (306) 764-9347

Health Care Administration

Subjects: Structure and Functions of Management, Management of Health Care Facilities, Human Resource Management, Law, Accounting, Departmental Management, Medical Staff, Planning and Construction, The Role of the Hospital in Modern Society, Factors Affecting Long Term Care, Management in Long Term Care, Alternative Community Based Long Term Care Programs, Trends and Issues in Long Term Care

Prerequisites: Grade 12 graduates and mature students not possessing senior matriculation will be considered for admission.

Location(s): Saskatoon, Saskatchewan

Certification: Certification awarded by the University of Saskatchewan, Saskatoon, Saskatchewan after completion of the ten-month program.

Remarks:

Contact: Mr. Oliver Cameron
Saskatoon District Tribal Council
248 3rd Avenue South
SASKATOON, Saskatchewan
S7K 1R9
Phone: (306) 956-6134

Indian Nursing Diploma

Subjects: Nursing, Sociology, Anatomy and Physiology, Microbiology, Physical Recreation, Nursing Perspectives, Sociological Aspects of Illness, Developmental Psychology, Pharmacology, Our Changing Society, Adolescents and Adults, Interpersonal Communications Applications, Advanced Nursing Skills

Prerequisites: Grade 12 with a 60% average with English, Biology, and one additional science (Chemistry preferred), and Mathematics. Applicants will also be considered if they have a GED 12 or ABE 12 certificate.

Location(s): North Battleford, Saskatchewan, and one semester in Saskatoon, Saskatchewan.

Certification: Saskatchewan Institute of Applied Science and Technology (SIAST) - Kelsey Campus, Saskatoon, Saskatchewan.

Remarks:

Contact: Ms. Lila Freysteinson
Battlefords Tribal Council
P.O. Box 1297
NORTH BATTLEFORD, Saskatchewan
S9A 3L8
Phone: (306) 445-2688

Motor Vehicle Mechanical Repair

Subjects: Mathematics, Industrial Communications, Physical Recreation, First Aid, Basics, Engine Principles and Design, Engine Repair Skills, Tune-Up-General, Electrical Systems, Fuel Systems, Braking Systems, Steering Systems, Manual Transmissions and Clutches, Drive Lines, Differentials, Automatic Transmissions, General Maintenance

Prerequisites: Grade 10, and age 17 or older.

Location(s): Yorkton, Saskatchewan

Certification: Certification after 36 weeks from Saskatchewan Institute of Applied Science and Technology (SIAST) - Kelsey Campus, Saskatoon, Saskatchewan.

Remarks:

Contact: Mr. Don Kondrat
Yorkton District Tribal Administration
P.O. Box 879
YORKTON, Saskatchewan
S3N 2X1
Phone: (306) 782-3644

Programs are also Available by Demand in the Following Areas:

Pre-technical Vocational Preparation, ABE 5-10, Counsellor Training, Chemical Dependency Program (NNADAP), Volunteer Fire Fighter Training, Data Collectors Training

SASKATCHEWAN INSTITUTE OF APPLIED SCIENCE AND TECHNOLOGY (SIAST)

Chemical Dependency Worker Program

Subjects:	Performing Administrative Functions, Using Communication Techniques, Using Counselling Skills, Mobilizing and Developing the Community, Using Research Techniques, Managing Personal and Career Development, Classifying Chemicals, Identifying Individual Chemical Components, Explaining the Effects of Chemical Abuse
Prerequisites:	Minimum of grade 10. 17 years of age or older. Applicants should be aware that occupations in this field require a period of sobriety of about two years. Students should be dependency free for the same period of time before entering the program.
Location(s):	Prince Albert and Meadow Lake
Certification:	Diploma - Approximately 80 weeks Certificate - Approximately 52 weeks
Remarks:	Acceptance to diploma program depends on student performance in Certificate program. Diploma program includes 22 weeks of mandatory practicums from a selected list.
Contact:	Mr. Paul Curtiss Program Coordinator Saskatchewan Institute of Applied Science and Technology Woodland Campus P.O. Box 3003 PRINCE ALBERT, Saskatchewan S6V 6G1 Phone: (306) 953-7006 FAX: (306) 953-7099

Native Services Programs

Subjects: **Preparatory Courses:** Pre-Nursing, Pre-RCMP, Highschool Completion, 0 to 5 Literacy,
University: Local Government Administration, Native Management Studies, Native Human Justice
Technical: Forestry Technician, Business Administration Certificate, Chemical Dependency Worker

Prerequisites: Vary according to course.

Location(s): Regina, Prince Albert, Saskatoon, and other Saskatchewan locations.

Certification: Varies. Accreditation by University of Saskatchewan, University of Regina, or by SIAST. Most programs are 8 months

Remarks:

Contact: Ms. Maggie Dubois
Native Services Division
Saskatchewan Institute of Applied Science and Technology
Wascana Campus
P.O. Box 556
REGINA, Saskatchewan
S4P 3A3
Phone: (306) 787-0172

UNIVERSITY OF SASKATCHEWAN

Aboriginal Justice and Criminology Program for Native Students (ABJAC)

Subjects:
Prerequisites: Must apply to College of Arts and Science and ABJAC program. May be asked to complete an in-person or telephone interview.
Location(s): University of Saskatchewan, Saskatoon, Saskatchewan
Certification: Bachelor of Arts in Sociology

Remarks: There is a maximum of 36 students enroled in the program.

Contact: Mr. Les Samuelson, Coordinator of ABJAC
Department of Sociology
College of Arts and Science
University of Saskatchewan
SASKATOON, Saskatchewan
S7N 0W0
Phone: (306) 966-6924
FAX: (306) 966-6950

Indian Teacher Education Program

Subjects: Native Studies, Cross Cultural Education, Indian and Northern Education, Reading, History, Computers in Education
Prerequisites: University admission - Direct entry, or mature student status
Location(s): Saskatoon, Saskatchewan
Certification: After successful completion of the four year program, students receive a Bachelor of Education degree

Remarks:

Contact: Mr. Orest Murawsky
Director, Indian Teacher Education Program
College of Education
University of Saskatchewan
SASKATOON, Saskatchewan
S7N 0W0
Phone: (306) 244-4343

National Native Access Program to Nursing (NNAPN)

Subjects: An orientation and screening program for nursing.

Prerequisites: Students must meet the minimum entrance requirements of the School of Nursing to which they apply.

Location(s): NNAPN is offered by the College of Nursing at the University of Saskatchewan, however, students are assisted to enter universities closer to their communities.

Certification: This is a 9 week program sponsored by the College of Nursing, University of Saskatchewan, and by the Saskatchewan Indian Federated College. Students gain entry to Bachelor of Science in Nursing programs or Registered Nursing Diploma programs in Canada.

Remarks:

Contact:

Ms. Carol Brown, Acting Coordinator
The National Native Access Program to Nursing (NNAPN)
College of Nursing
University of Saskatchewan
A102 Health Sciences Building
SASKATOON, Saskatchewan
S7N 0W0
Phone: (306) 966-6224 (collect calls are accepted)
FAX: (306) 966-8718

TOUCHWOOD FILE HILLS QU'APPELLE TRIBAL COUNCIL

Indian Business Management Program

Subjects: Accounting, Data Processing, Micro Economics, Communications, Retailing, Salesmanship, Organizational Behaviour, Commercial Law, Mathematics of Finance, Macroeconomics, Credit and Collections, Marketing, Finance, Statistics, Administration, Managerial Accounting, Small Business, Purchasing, Money and Banking, Taxation, Industrial Relations

Prerequisites: Academic Grade 12, ABE 12, GED 12 with a strong aptitude for Algebra and English.

Location(s): Fort Qu'Appelle, Saskatchewan

Certification: Successful students of the two-year program, receive a Diploma in Applied Arts in Administration.

Remarks: The program is designed to provide the student with a sound knowledge of business practices and principles enabling them to pursue careers in a wide variety of fields; to provide the knowledge and background required to enter business for oneself; to integrate Indian content into the existing program to make it more meaningful and applicable to Indian business and administrative needs; and to provide the student with a common first year of business classes that can be applied to other diploma programs offered through Paliser.

Contact: Ms. Joan Peigan
Coordinator, Indian Business
Management Program
TFHQ Tribal Council
Box 1549
FORT QU'APPELLE, Saskatchewan
S0G 1S0
Phone: (306) 332-5664
FAX: (306) 332-5597

MANITOBA

ASSINIBOINE COMMUNITY COLLEGE

Community Social Development Worker Program

Subjects:	Learning and Study Skills, Practicum, Community Resources, Interpersonal Communication, Government and the Law, Social Psychology, Community Proposals and Projects, Written Communications, Native Studies, Community Recreation, Community Development, Computer Literacy, Administrative Procedures, Community Issues, Counselling and Interviewing, Financial Control in Community Organizations, Practicum Seminar
Prerequisites:	Mature students with several years work experience. Applicants should be functioning at the Grade 10 level.
Location(s):	Brandon, Manitoba
Certification:	Successful students of the ten-month program receive a certificate.
Remarks:	Instruction focuses on assisting individuals in Native communities. The main area of employment will be found with employers who serve Native people.
Contact:	Mr. Bill Porter Chairperson, Applied Arts and Developmental Programs Assiniboine Community College 1430 Victoria Avenue East Box 935 BRANDON, Manitoba R7A 5Z9 Phone: (204) 726-6600 Toll free in Manitoba: 1-800-862-6307

KEEWATIN COMMUNITY COLLEGE

Band and Northern Communities Administration

Subjects: Accounting, Community Development, Economics, Report Writing, Business Communications, Research Methods, Electronic Data Processing, Cross Cultural Issues, Mathematics, Law, Organizational Behaviour, Finance, Public Administration, Personnel Management

Prerequisites: Mature students over 20 years of age, or those individuals with 7 highschool credits, 2 of which must be Math 100 or 101 and English 100 or 101.

Location(s): The Pas, Manitoba

Certification: Certificate of Attainment in Band and Northern Communities Administration awarded upon completion of 40 weeks.

Remarks: The emphasis of this program has been directed to developing strong accounting and communication skills. Residence accommodation is available to single or married people on a first come, first serve basis.

Contact:
Mr. Warren Wain
Program Instructor
Band and Northern Communities Administration
Keewatin Community College
Box 3000
THE PAS, Manitoba
R9A 1M7
Phone: (204) 623-3416

Law Enforcement Career Preparation

Subjects: Life Skills (100 hrs), Interpersonal Communications (50 hrs), Academic Preparation (300 hrs), Fitness Preparation (80 hrs), Computer Awareness (20 hrs), Interdisciplinary Studies (50 hrs)

Prerequisites: Grade 10 or equivalent academic standing through an approved academic upgrading course. Acceptance to the course based on two-day selection interview coupled with academic qualifications.

Location(s): Keewatin Community College, The Pas, Manitoba

Certification: College Certificate

Remarks: The course is designed to enhance the possibilities of minority groups being accepted into the RCMP or other law enforcement agencies. Considerable direction and support is provided by the RCMP at both a provincial and local detachment level.

Contact: Mr. Cliff Nichols
Chairperson, Business and Technology
Keewatin Community College
P.O. Box 3000
THE PAS, Manitoba
R9A 1M7
Phone: (204) 623-3416

THE UNIVERSITY OF LETHBRIDGE

Aboriginal Government Manager Training
Management Training Workshops
Native Entrepreneurship Training
Skills Training in Specific Topics

For more information see 'The University of Lethbridge' in ALBERTA.

THE UNIVERSITY OF MANITOBA

Certificate in the Management of Community, Economic and Organization Development

Subjects: Interpersonal and Group Skills for Managers, Community Development, First Nations Government and Government Systems, Planning, Budgeting, Accounting, Community Economic Development, Planning and Control of Capital Projects, Human Resource Development, Organization Development

Prerequisites: No formal requirements. Open to those in senior management positions with First Nations.

Location(s): Regional centres in Manitoba and Northwestern Ontario.

Certification: The program is organized into fifteen week-long modules over a two-year period. Participants who complete the eight required courses are granted a Certificate in the Management of Community, Economic and Organization Development by the Continuing Education Division, the University of Manitoba.

Remarks: The University of Manitoba offers a unique senior management development program designed for those individuals responsible for leadership within First Nations, Tribal Councils and community organizations. This management program provides intensive learning experiences in key areas of management. Courses are highly experiential and practical. They are developed out of the manager's own experience and are designed to increase a manager's understanding and skill in leading and managing in his or her organization.

Contact: Mr. Don Castleden, Program Coordinator
(Ontario Program)
Ms. Rainey Jonasson, Program Consultant
(Manitoba Program)
Continuing Education Division
University of Manitoba
WINNIPEG, Manitoba
R3T 2N2
Phone: (204) 474-8034 or 474-6720 or 474-8037
Toll Free in Manitoba: 1-800-432-1960

Certificate in Native Language Instruction

Subjects:	Self Awareness and Interpersonal Communications, Assessing and Identifying Community Needs, Foundations of Native Language Teaching, Long Range Planning, Principles of Language Development, Evaluation, Structure of Native Language, Opening New Doors: Development and Promotion of Innovative Community Programs
Prerequisites:	Must be employed as a Native language teacher or teacher's aide. Must be fluent in a Native language.
Location(s):	Determined in consultation with community requesting program.
Certification:	Successful completion of this 12 to 18 month program results in a Certificate in Native Language Instruction.
Remarks:	This program is co-sponsored by the Manitoba Native Education Branch and the Association for Native Languages. Other programs may be developed on request based on identified community/agency needs.
Contact:	Ms. Anne Kitchen Program Coordinator, Continuing Education Division 188 Continuing Education Complex The University of Manitoba WINNIPEG, Manitoba R3T 2N2 Phone: (204) 474-6346

Counselling Skills Certificate

Subjects:	Counselling Theories, Counselling Skills, Working With Groups, Working With Families, Supervised Applied Project
Prerequisites:	Program applicants must work or volunteer in the helping field and are required to submit a completed application, a letter of intent, and a letter of support from their employer.
Location(s):	Determined in consultation with the community/agency requesting the program.
Certification:	Participants who are successful in completing the 12 to 18 month program will receive the Certificate in Counselling Skills.

Remarks: Programs other than the above may be developed on request based on identified community/agency needs.

Contact: Ms. Anne Kitchen
See page 79 for address and phone number.

Special Education Teacher Assistant Certificate

Subjects: Interpersonal Skills, Introduction to Practical Classroom Experience, Student Observation Project, Introduction to Basic Skills Development, Foundations of Teaching Methods, Resource Training, Factors that Affect Human Development, Problems and Issues in Special Education

Prerequisites: Must be employed or volunteer as K-6 teacher aides or assistants.

Location(s): Determined in consultation with community requesting the program.

Certification: Special Education Teacher Assistant Certificate granted after full completion of the 12 to 18 month program.

Remarks: This program is co-sponsored by the Manitoba Native Education Branch and the Keewatin Tribal Council. Other programs may be developed on request based on identified community/agency needs.

Contact: Ms. Anne Kitchen
See page 79 for address and phone number.

YELLOWQUILL COLLEGE

Business Administration

Subjects: Accounting, Computer Applications, Law, Marketing, Principles of Management, Economics, Business Communications, Native Studies

Prerequisites: Students must be 18 years of age, have grade 12 education, or score grade 12 on placement test administered by the College.

Location(s): Portage la Prairie, Manitoba

Certification: Upon successful completion of the two-year program and the two-month practicum in a business setting, the student will receive a Business Administration Diploma specializing in Tribal/Band Community Administration.

Remarks: The purpose of this program is to prepare skilled administrators to assume the responsibilities of band administrators, community resource workers, and band managers.

Contact:
Mrs. Doreen Beauchamp
Yellowquill College
P.O. Box 1599
Crescent Road West
PORTAGE LA PRAIRIE, Manitoba
R1N 3P1
Phone: (204) 239-1570
Fax: (204) 857-4272

Business and Office Skills Program

Subjects: Bookkeeping, Business Communications, Typing, Records Management, Business Math, Automated Office Machines, Topics in Management, Word Processing, Business Law, Native Studies, Computer Applications

Prerequisites: Students must be 18 years of age, have grade 11 or equivalent, or score grade 11 on placement test administered by the College.

Location(s): Portage la Prairie, Manitoba

Certification: A Certificate in Clerical Office Skills is awarded upon the completion of the first year. A Diploma in Secretarial Science is earned upon the completion of the second year.

Remarks: The program prepares students to work as clerk typists, bookkeepers, payroll clerks, or executive secretaries.

Contact: Ms. Margaret Collinson
Yellowquill College
P.O. Box 1599
Crescent Road West
PORTAGE LA PRAIRIE, Manitoba
R1N 3P1
Phone: (204) 239-1570
Fax: (204) 857-4272

Native Child Care Management Program

Subjects: Child Development, Health Nutrition and Safety, Guiding Behaviour, Curriculum, Creative Classes, Communication Skills, Native Child Care, Critical Issues Affecting Native Families, Introduction to Management Practicum, Family Dynamics

Prerequisites: Students must be 18 years of age, have grade 12 or equivalent, and demonstrate compassion and interest in the welfare of young children.

Location(s): Portage la Prairie, Manitoba

Certification: Certification in Native Child Care upon the completion of the first year. Diploma in Native Child Care upon the completion of the second year.

Remarks: This program prepares students to work as Child Care Workers or directors of Day Care Centres.

Contact: Mrs. Ruth Madill
Yellowquill College
P.O. Box 1599
Crescent Road West
PORTAGE LA PRAIRIE, Manitoba
R1N 3P1
Phone: (204) 239-1570
FAX: (204) 857-4272

Native Economic Development Program

Subjects: Business Communications, Band Management, Computer Applications, Economic Development, Financial Administration, Native Studies, Personnel Administration

Prerequisites: Students must be 18 years of age, have grade 11 education, and demonstrate ability and interest in the areas of economic development and management.

Location(s): Portage la Prairie, Manitoba

Certification: Upon the completion of the program, participants will receive a certificate in Native Economic Development. It is a 12-month program, with 2 months set aside for summer work practicum.

Remarks: This program provides Native men and women with recognized economic development skills and knowledge, qualifying them as planners, economic officers, band managers, and finance officers.

Contact:
Mr. Mark Fouad
Economic Development Program Coordinator
Yellowquill College
P.O. Box 1599
Crescent Road West
PORTAGE LA PRAIRIE, Manitoba
R1N 3P1
Phone: (204) 239-1570
Fax: (204) 857-4272

Social Service Administration Program

Subjects: Managerial Communication, Financial Management, Community Planning, Group Dynamics, Computer Applications, Written Communication, Personnel Administration, Native Studies

Prerequisites: Grade 12 or equivalent. Preference is given to applicants who are employed in the Social Service field.

Location(s): Portage la Prairie, Manitoba, or on-site

Certification: Certificate in Social Service Administration upon the completion of the first year. Diploma in Social Service Administration upon the completion of the second year.

Remarks: This program is offered as a cooperative project with Assiniboine Community College of Brandon, Manitoba.

Contact: Mrs. Doreen Beauchamp
See page 81 for address and phone number.

Specialized Seminars and Workshops

Subjects:	Decision Making, Word Processing/Application, Proposal Writing, Computer Accounting, Leadership, Public Relations for Managers, Group Dynamics, Cross Cultural Training
Prerequisites:	Varies as to different workshops.
Location(s):	Portage la Prairie, Manitoba, or on site.
Certification:	A Certificate of Achievement is awarded to graduates. Duration of the course varies according to desired objectives.
Remarks:	The above workshops are designed to meet needs of the concerned band or organization.
Contact:	Mrs. Shirley Myran Yellowquill College P.O. Box 1599 Crescent Road West PORTAGE LA PRAIRIE, Manitoba R1N 3P1 Phone: (204) 239-1570 Fax: (204) 857-4272

ONTARIO

ANIGAWNCIGIG INSTITUTE

Native Economic Development and Small Business Management

Subjects: Small Business Management, Native Community Economic Development, Field Placement, Cultural Awareness, Communications, Business Mathematics, Accounting, Computer Literacy, Leadership Skills

Prerequisites: Grade 10 or equivalent, or mature student status

Location(s): Peterborough, Ontario

Certification: A Certificate from Anigawncigig Institute is awarded upon completion of the 44-week course.

Remarks: These accredited courses reflect a dual goal of Native entrepreneurship and community economic development.

Contact:

Mrs. N.G. Belfry
Executive Director
Anigawncigig Institute
209-228 Charlotte Street
PETERBOROUGH, Ontario
K9J 2T8
Phone: (705) 748-9874
FAX: (705) 748-6721

BIG TROUT LAKE

Big Trout Lake Training Program

Subjects: Economic Development, Life Skills, Bookkeeping, Communications - Theory, Accounting, Business, Financial Management, Media and Native Studies, Word Processing, Computers, Native Language, Newsletter Production Writing, Modern Indian Psychology

Prerequisites: No formal requirements

Location(s): Big Trout Lake, Ontario

Certification: Non-credited certificate awarded to successful students who complete the 41-week certificate program.

Remarks: Program limited to 12 seats. This program, owned and operated by the Big Trout Lake Band, promotes the self-determination of the indigenous people of Big Trout Lake and the surrounding region in their business, community, and local government institutions through a practical program of skill development in management, administration, and related areas.

Contact: Ms. Josephine McKay
Program Coordinator
Big Trout Lake Training Program
BIG TROUT LAKE, Ontario
P0V 1G0
Phone: (807) 537-2534

CAMBRIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Binoojiinyag Kinoomaadwin Program (Native Early Childhood Education)

Subjects: Communications, Personal Growth and Development, Child Growth and Development, Aboriginal Language, Native Culture, Community History, Field Practicum, Curriculum Planning, Music, Health and Nutrition, Native Family, Advanced Applications, Exceptional Child, Positive Native Parenting, Creative Expression, Infant Care

Prerequisites: The minimum requirement for admission is Ontario Secondary School Diploma, or its equivalent, or mature student status

Location(s): Sudbury, Ontario

Certification: Upon completion of the 4-semester program, students are awarded a Binoojiiyag Kinoomaadwin Program Diploma (Native Early Childhood Education Program Diploma).

Remarks: The Binoojiinyag Kinoomaadwin program provides the student with the opportunity to develop knowledge and skills needed to organize and maintain a safe, stimulating learning environment that ensures the total development of the young child. The social, emotional, physical, and intellectual growth of the child is examined through academic studies as well as practical experience.

Contact: Ms. Heather Debassige
Department Secretary
Cambrian College - Wabnode Institute
SUDBURY, Ontario
P3A 3V8
Phone: (705) 566-8101 x7833

First Nations Land Management

Subjects: Native Culture and Heritage, English, Introduction to Lands Management, Comprehensive Language Skills, Self Determination for First Nations, Business and Technical Communication, Introduction to Microcomputers, Introduction to Canadian Government, Reserve Land Management and Legislation, Field Practicum, Sociology of Community Life, Land Acquisitions and Research, Contracts and Agreements, Organizational Behaviour, Land Use and Negotiating Strategies, Investment Management, Law, Valuation of Land, Introduction to Accounting and Financial Statements

Prerequisites: The minimum requirement for admission is Ontario Secondary School Diploma (30 credits), or its equivalent, or mature student status (19 years of age).

Location(s): Sudbury, Ontario

Certification: First Nations Land Management Diploma awarded after completing the four-semester program.

Remarks: Students will be provided the opportunity to develop knowledge and skills to administer and effectively address the challenges of successfully managing a land base. The program is specifically designed to train Land Officers and Economic Development Officers in land use, treaty research, and the development of natural resources.

Contact: Ms. Heather Debassige
See page 88 for address and phone number.

General Arts and Science Native Skills Training

Subjects: **Common First Semester:** English Skills, Mathematics, Micro Computers, Life Skills, Small Business
Options: Welding, Industrial Maintenance Mechanic, Cabinet Making, Carpentry, Heavy Duty Equipment Mechanic, Masonry, Clerk Typist, Accounting Assistant, Fitter Structural Steel, Kitchen Assistant/Food Preparation, Drafting, Heating/Refrigeration, Commercial Refresher

Prerequisites: The minimum requirement for admission is Ontario Secondary School Diploma, or its equivalent, or mature student status

Location(s): Sudbury, Ontario

Certification: After successful completion of the 2-year program, students are awarded a General Arts and Science Native Skills Training Certificate.

Remarks: This post secondary program is designed to meet the needs of Native students who wish to acquire a marketable skills trade. It provides an appropriate program of study for students who wish to pursue a more practical post secondary education through a blend of academic and trades skills training.

Contact: Ms. Heather Debassige
See page 88 for address and phone number.

General Arts and Science Program - Native

Subjects: Study, Reading and Research Skills; Physics; Introduction to Communications; Modern Science; Mathematics; Mathematics for Science and Technology; Introduction to Canadian Native Peoples; Chemistry; Culture and Heritage; Introduction to Ojibwe Language; Contemporary Native Concerns; Self Awareness; Career Planning; Self Determination for First Nations

Prerequisites: The minimum requirement for admission is Ontario Secondary School Diploma (30 credits), or its equivalent, or mature student status (19 years of age).

Location(s): Sudbury, Ontario

Certification: Certificate of Achievement is awarded to graduates after one year.

Remarks: This program has been specifically designed for native students who wish to pursue a more general post-secondary education before committing themselves to a specific career path. Courses and programs are also delivered in the Distance Education format.

Contact: Ms. Heather Debassige
See page 88 for address and phone number.

Native Child and Family Worker Program

Subjects: English, Native Culture and Heritage, Canadian Native People, Interpersonal Communications, Behavioral Science, Native Child Welfare, Counselling and Interviewing, The Native Family, Contemporary Native Concerns, Recording and Observation, Violence in the Family, Development of Treatment Strategies, Ojibwe Language, Self Determination for First Nations

Prerequisites: The minimum requirement for admission is Ontario Secondary School Diploma, or its equivalent, or mature student status

Location(s): Sudbury, Ontario

Certification: After 2.5 semesters, successful students receive a Native Child and Family Worker Program Diploma.

Remarks: The Native Child and Family Worker Program is designed for students interested in working in the human services field. Students enroled in the program gain insight into, and an understanding of, the Native family and Native communities, and are equipped to provide a range of services to children and/or their families.

Contact: Ms. Heather Debassige
See page 88 for address and phone number.

Native Community Care; Counselling and Development

Subjects:	**First Year Offerings Include:** Personal Growth and Development, Native Culture and Heritage, Holistic Health, Behavioral Science, Substance Abuse, Native Family, Anatomy and Physiology, Communication, Counselling, Community Development, Field Practicum
Prerequisites:	The minimum requirement for admission is Ontario Secondary School Diploma (OSSD), or its equivalent, or mature student status (19 years of age)
Location(s):	Sudbury, Ontario
Certification:	A Native Community Care; Counselling and Development Diploma is awarded after four semesters.
Remarks:	This program is designed for persons interested in working as Community Health Representatives, NNADAP (National Native Alcohol/Drug Abuse Program) Workers, or Mental Health Workers
Contact:	Ms. Heather Debassige See page 88 for address and phone number.

CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Band Office Employee Training

Subjects: A variety of subjects specific to band office job descriptions as developed by the band office. Areas of study include Secretarial, Clerical, Bookkeeping, Personnel Skills and Skills Programs

Prerequisites: The 1992-1993 training represents a continuation of the training initiative from 1991-1992.

Location(s): Band Office, Dokis Reserve No. 9

Certification: A Continuing Education Certificate is awarded upon completion of the 145-day program in 1992-1993.

Remarks: Approval of the 1992-1993 portion of the training is pending.

Contact:

Mr. Mark Lamontagne
Program Consultant
Canadore College
School of Continuing Education
P.O. Box 5001
NORTH BAY, Ontario
P1B 8K9
Phone: (705) 474-7600 x5383

or

Mr. Jack Restoule
Councillor, Outreach
Employment
Dokis Band Office
MONETVILLE, Ontario
P0M 2K0
Phone: (705) 763-2200

Maintenance Management: Small Communities

Subjects: **Sample Projects Include:** Water Distribution, Quality and Treatment; Small Engines Maintenance; Heavy Equipment Maintenance; Blueprint Reading; Construction; Roads Maintenance; Maintenance Budget Preparation; Personnel Management; Government Agency Relationships

Prerequisites: Grade 10 Certificate and experience.

Location(s): **Class and Laboratory:** Commerce Court Campus, Canadore College, North Bay, Ontario
Field Trips and Work Placement: Northern Ontario, Home Community

Certification: After successfully completing the two-year program, students receive a Post Secondary Diploma.

Remarks: Group is open to Aboriginal and non-Aboriginal: Usual composition is 80% Aboriginal and 20% non-Aboriginal.

Contact: Professor Robert H. Gray
Canadore College
P.O. Box 5001
100 College Drive
NORTH BAY, Ontario
P1B 8K9
Phone: (705) 474-7600 or 1-800-461-7340

Native Drug and Alcoholism Counsellor

Subjects: Communication Skills; Teamwork/Interpersonal Relationships; Personal Growth; Ethics and Values; Counselling Skills; Methods of Effective Listening; Native Cultural, Historical, Spiritual, and Political Issues; Basic Training for Skill Development

Prerequisites: Grade 10 and/or equivalent and experience. Applicants will be pretested in comprehension, aptitude, and attitude.

Location(s): **Classroom theory and laboratory practice** - Commerce Court Campus, Canadore College, North Bay, Ontario
Field Trips and work placement - Anywhere in Ontario and elsewhere

Certification: The program is 40 weeks long. Successful students will receive a Graduation Certificate.

Remarks: Very significant use of culturally appropriate methods of communication, ceremonies, and traditional interpersonal practices.

Contact: Professor Peter Beaucage or
Professor Robert H. Gray
Canadore College
P.O. Box 5001
100 College Drive
NORTH BAY, Ontario
P1B 8K9
Phone: (705) 474-7600 x6424 or
1-800-461-7340

Native Health Care Aide

Subjects: Anatomy and Physiology, Activation Techniques, Communication Skills, Personal Care, Medical Terminology

Prerequisites: Over 19 years of age or a grade 10 graduate. Submission of health forms as required by Canadore College. Ability to read and write in the English language.

Location(s): North Bay, College Drive
Clinical placements in area nursing homes

Certification: After the 480 hour program is completed, successful students are awarded a Health Care Aide Certificate.

Remarks:

Contact: Ms. Barbara Sauro
Program Consultant, School of Continuing Education
Canadore College
P.O. Box 5001
NORTH BAY, Ontario
P1B 8K9
Phone: (705) 474-7600 or 1-800-461-7340
FAX: (705) 474-2384

Social Service Worker - Native Program

Subjects: Communications, Economics, Interpersonal Relations, Structures of Government and Social Welfare, Introduction to Psychology, History and Philosophy of Social Work in Canada, Social Work Methods Casework, Substance Abuse, Abnormal Psychology, Sociology, Social Work Methods: Interviewing and Community Organization, Field Practice, Social Work Methods: Organization and Administration, First Aid and CPR, Clinical and Counselling Psychology, Sociology of Deviance, Social Work and the Law

Prerequisites: Applicants must posses an Ontario Secondary School Diploma at the general level, or its equivalent. Grade 12 English is preferred. Ontario residents aged 19 or over without the OSSD will be considered on the basis of their results on the college's Mature Students Test.

Location(s): College Drive Campus, North Bay, Ontario

Certification: Two year post-secondary Diploma in Applied Arts

Remarks: The Social Service Worker - Native option program will allow graduates to find work in a broad range of social service disciplines in either Native or non-Native communities.

Contact: The Registrar
Canadore College
P.O. Box 5001
NORTH BAY, Ontario
P1B 8K9
Phone: (705) 474-7600 or 1-800-461-7340
FAX: (705) 474-2384

CARLETON UNIVERSITY

Diploma Program on Economic Development Management and Administration

Subjects:	Principles of Community Economic Development, Reading a Financial Statement, Program Management, Community Profiles, Program Administration, Economic Analysis, Business Plan, Management Techniques, Strategic Planning, Training and Development, Organizational Development, Cultural Approaches, Sources of Funding
Prerequisites:	Designed for practitioners and community leaders.
Location(s):	On reserves throughout Ontario and Québec
Certification:	Still under development. The program consists of 4 sessions 1 to 2 weeks in duration, or 4 sessions 1-2 days in duration.
Remarks:	This program is still under development to begin in 1992 so potential students should contact the University for exact details. The object of this program is to improve management and administration of economic development at the band level.
Contact:	Mr. Simon Brascoupe Room C768, Loeb Building Department of Sociology and Anthropology Carleton University OTTAWA, Ontario K1S 5B6 Phone: (613) 788-2605

CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Band Clerk

Subjects: Fundamentals of Typing, One Write System and Audits, Business Communications, Office Procedures, Legislation, Business English, Accountable Contributions, Business Mathematics, Band Council Resolutions, Band Administration (currently in revision)

Prerequisites: No formal requirements

Location(s): Home and group study

Certification: Certificate of completion if the student is registered with the College. Duration varies with each workshop.

Remarks: This is a distance education program. Confederation College is an accredited institution approved by the Ministry of Colleges and Universities.

Contact: Ms. Debbie Ball
Supervisor of Distance Education
The Confederation College of
Applied Arts and Technology
P.O. Box 398
THUNDER BAY, Ontario
P7C 4W1
Phone: (807) 475-6346

Band Management

Subjects: Administration, Committee Meetings, Band Council Resolutions, One Write System and Audits, Office Management, Business Communications, Band Enterprises, Accountable Contributions

Prerequisites: No formal requirements

Location(s): Home and group study

Certification: Certificate of completion if the student is registered with the College. Duration varies with each workshop.

Remarks: This is a distance education program. Confederation College is an accredited institution approved by the Ministry of Colleges and Universities.

Contact: Ms. Debbie Ball
See previous entry for address and phone number.

Diploma in Business Band Management

Subjects: Accounting, Entrepreneurship, Mathematical Skills Development, Business Law, Communications, Sociology and Community Life, Economic Development, Committee Meetings and Minutes, Personnel Management, Bands and Native Organizations, Introduction to Computers, Government Structure and Function, Microcomputer Application, Proposals and Fund Raising, Management Psychology, Business Mathematics, Small Business, Topics in Native Management, Management

Prerequisites: Grade twelve or mature student status

Location(s): Thunder Bay, Ontario

Certification: Graduates of this two-year program will receive a Post-Secondary Diploma

Remarks: The objective of this program is to develop competent graduates who have acquired skills, knowledge and awareness applicable to management positions in the Native, non-Native or government communities. The Program is composed of subjects in basic skills, business skills, and band management skills.

Contact:

Mr. Arthur Moore
Coordinator, Band Management
The Confederation College of
Applied Arts and Technology
P.O. Box 398
THUNDER BAY, Ontario
P7C 4W1
Phone: (807) 475-6424
Toll free number for residents of Ontario, Manitoba, and Saskatchewan:
1-800-465-5005 Ext. 424

General Vocational Preparation I and II, and the Pre-Health Program

Subjects: **General Vocational Preparation I:** Language Development, Mathematical Skill Development, Life Skills, Science, Study Skills, Effective Reading, Native Literature, Native Contemporary Issues (**The Pre-Health Program** also includes Chemistry and Biology)
General Vocational Preparation II: Contemporary Social Issues Facing Native People; Science; Conversational Ojibway, Cree, or Oji-Cree; Native Literature; Language Development; Mathematical Skill Development; Study Skills, Effective Reading

Prerequisites: **General Vocational Preparation I:** Ontario Secondary School Diploma with subjects completed at or above General Level, or mature student status.
General Vocational Preparation II: Grade 10 education or equivalent.

Location(s): **General Vocational Preparation I:** Thunder Bay, Ontario
General Vocational Preparation II: Home community through distance education methodology.

Certification: Graduates of these one year programs receive a certificate

Remarks: **General Vocational Preparation I:** The primary focus of the program is the education of the whole person, either as a prelude to specific career entry, or for its own value in personal development. Courses have been designed to provide students who may not be personally or academically prepared to meet the expectations of a College program.
General Vocational Preparation II: The program will either reduce the length of time native students must be away from home to study, or provide the qualifications and background needed to pursue further education.

Contact: **G.V.P. I**
Ms. Shirley Stevens
Coordinator
The Confederation College of
Applied Arts and Technology
P.O. Box 398
THUNDER BAY, Ontario
P7C 4W1
Phone: (807) 475-6256 or
1-800-465-5005 x256

G.V.P. II
Ms. Debbie Ball
See page 96 for address and phone number.

Native Family Worker

Subjects: Helping Others, Native Family and Parenting Skills, Basic Communications, Orientation to Agencies, Native Culture and Community, Health Care, Driver Education, First Aid, Life Skills, Act Policies and Procedures, Prevention, Crisis Intervention, Native Child Welfare, Principles of Psychology for Native Family Workers, Dealing with the Chemically Dependent Client, Human Sexuality, Dealing with Special Needs, Family Violence/Child Abuse, Developmental Psychology

Prerequisites: Ontario Secondary School Diploma subjects must be completed at or above the general level. Students may also be admitted as mature students.

Location(s): Thunder Bay, Ontario

Certification: Graduates of this three-year program will receive a Post-Secondary Diploma.

Remarks:

Contact:
Frances Mehagan
Confederation College of Applied Arts and Technology
P.O. Box 398
THUNDER BAY, Ontario
P7C 4W1
Phone: (807) 475-6106 or
1-800-465-5005 for Ontario, Manitoba, and Saskatchewan residents.

Native Mental Health Worker

Subjects: Therapeutic Process Skills, Communication Skills, Suicide and Crisis Interventions, Family Violence and Child Abuse, Mental Health Disorders, Substance Abuse, Medication Awareness and Applied Emergency Measures, Community Development, Introduction to Social Psychology, Native Family Studies for Native Mental Health Workers, Administration and Supervision, Practicum

Prerequisites: Ontario Secondary School Diploma with subjects completed above the General Level, or mature student status.

Location(s): Thunder Bay, Ontario

Certification: Graduates of this two-year program will receive a post-secondary certificate.

Remarks:

Contact:
Frances Trowsse
Confederation College of Applied Arts and Technology
P.O. Box 398
THUNDER BAY, Ontario
P7C 4W1
Phone: (807) 475-6304

FIRST NATIONS TECHNICAL INSTITUTE

Aerospace Technology

Subjects: Flight Training: Private, Commercial, Multi-engine and Instrument Standards; Math; Physics; Communications; Computers; First Aid; Survival; Drafting; Machine Welding; Electrical; Avionics; Sheet Metal; Aircraft Maintenance

Prerequisites: Ontario grade 12 including math and science or equivalent, or mature student status.

Location(s): Mohawk Airport, Deseronto, Ontario (on Tyendinaga Territory)

Certification: Successful students receive part of their certification from Loyalist College of Applied Arts and Technology, and part from Transport Canada. The regular program lasts two years, and the advanced flight training is an extra six months.

Remarks:

Contact: Mr. Ron Mason
First Nations Technical Institute
R.R. #1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-3100
FAX: (613) 396-2761

First Nations Social Service Administrator
Native Child and Family Service Worker

Subjects: Counselling, Social Service Delivery Systems, Sociology, Psychology, Legislation, Community/Organization Development, Group Process, Program Planning, Communication, Human Relations (All taught with Native focus and traditional teachings by Elders)

Prerequisites: Grade 12, or mature student status (19 or over, and out of school for 1 year); Working for a First Nation Organization or Chief and Council (employee).

Location(s): Each year, four week-long training sessions are organized out of the FNTI office. They are held in various locations across Ontario, as determined by staff and participants.

Certification: Provincially recognized - Social Service Worker Diploma in partnership with Loyalist College of Applied Arts and Technology.

Remarks: Programs based on democratic, adult education principles; student input and self-direction in learning expected and encouraged.

Contact:
Ms. Stacey Maracle-Quigley
First Nations Social Services Administrators or
Ms. Heather Green
Native Child and Family Service Worker
First Nations Technical Institute
R.R. #1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-2122 or 1-800-267-0637
FAX: (613) 396-2761

Home Support Worker (Homemaker) - Level II or III

Subjects: Nutrition, Gerontology, Home Safety, CPR, Disabilities, Disease, Home Repairs, Communication, Legislation

Prerequisites: Employed homemakers from First Nations Territories with at least three months of on-the-job training.

Location(s): Various locations across Ontario, in Territories, and regionally based on the number of participants available in any one location.

Certification: Home Support Level II Certificate in partnership with Loyalist College of Applied Arts and Technology.

Remarks: Delivery is through contracts with First Nations Organizations or Agencies that require this training and are prepared to support extra costs through contribution agreement with FNTI.

Contact:
Ms. Stacey Maracle-Quigley or
Ms. Janet Sandy
First Nations Technical Institute
R.R. #1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-2122
FAX: (613) 396-2761

Native Literacy - Certificate Program

Subjects: Adult Learning, Adult Basic Education, Counselling, Communication, Sociology/Psychology, Program Planning, Human Relations, Group Process

Prerequisites: Employed as a Native Literacy Coordinator; belong to Ontario Native Literacy Coalition

Location(s): Various locations across Ontario, in Territories, and regionally depending on number of participants available in any one location.

Certification: Certificate in Native Literacy (12 Courses)

Remarks: Advanced standing given to graduates to obtain Social Service Worker Diploma through FNTI/Loyalist College partnership.

Contact:
Ms. Diane Hill-Miller
Tribal Sovereignty Associated
P.O. Box 4066, Station C
LONDON, Ontario
N5W 5G9
Phone: (519) 659-7518
FAX: (519) 455-0374

Office Automation

Subjects: Basics of Accounting, Communications, Job Search, Resume Writing, WordPerfect 5.1, Lotus 1-2-3, Ventura, ACCPAC Bedford, Paymate Plus, DOS, Typing

Prerequisites: Completion of grade 12 is recommended.

Location(s): Deseronto, Ontario (Tyendinaga Reserve) or on-site.

Certification: Each person will receive a certificate upon completion of the program.

Remarks: This program is designed to meet the needs of Native adults seeking employment in today's computerized office environment.

Contact:
Mr. Bruce D. Wright, C.A.
First Nations Technical Institute
R.R. #1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-2122 or 1-800-267-0637
FAX: (613) 396-2761

Recreational Leadership

Subjects: Adult Learning, Counselling, Program Planning, Community Development, Human Relations, Holistic Health, Physiology, Sociology, Psychology

Prerequisites: Grade 12, or mature student status as determined by Conestoga College in Kitchener, Ontario.

Location(s): Offered regionally in Ontario.

Certification: Recreational Leadership Diploma in partnership with Conestoga College.

Remarks: Program based on democratic, adult education principles; participant self-direction and learning contracts expected.

Contact:
Mr. Don Groff
First Nations Technical Institute
R.R. #1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-2122 or (519) 893-3595
FAX: (613) 396-2761

Small Business Management

Subjects: Prior Learning Assessment, Communications, Accounting, Small Business Management, Business Mathematics, Marketing, Introduction to Microcomputers, Organizational Behaviour, Business in Society, Business Law, Computerized Spreadsheet and Accounting, Retailing, Planning and Control, Economics, Sales and Salesmanship

Prerequisites: Completion of grade 12, or qualification as a mature student.

Location(s): Various (minimum of 10 students required)

Certification: Upon successful completion, students receive a two-year diploma from a College of Applied Arts and Technology.

Remarks: This program is designed to assist Native small business owner/managers operating inside and outside First Nations communities.

Contact:
Mr. Bruce D. Wright, C.A.
First Nations Technical Institute
R.R. # 1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-2122 or 1-800-267-0637
FAX: (613) 396-2761

Using Personal Computers
Introduction to MS-DOS

Subjects: **Introduction to Microcomputers:** Terms and Concepts used in Personal Computing; Information Storage and Processing; Using the Keyboard and Diskettes; Working with Files and Filenames; Fundamental DOS Commands; Knowledge of how Application Software is Used in Business; Introduction to WordPerfect, Lotus 1-2-3, DBase IV, and others
Introduction to MS-DOS: How to Load DOS into a Computer; Fundamentals of Filenames and Designating Drives; Fundamental DOS Commands for Preparing Diskettes, Copying Files, Changing and Erasing Files; Redirecting Output to Printers, Disk Files, and Other Devices; Building Directory Trees; Writing and Executing Batch Files

Prerequisites: None

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training available on request.

Certification: Both courses are one day in length. Each student will receive a certificate upon completion.

Remarks: These courses are designed for those who have little or no experience with personal computers, yet who need to prepare themselves for using computer applications.

Contact: Ms. Karen Brant
First Nations Technical Institute
R.R. #1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-2122 **or** 1-800-267-0637
FAX: (613) 396-2761

Introduction to WordPerfect 5.1
Intermediate WordPerfect 5.1

Subjects: Date/Outline Function; Text In/Out Function; Constructing Keyboard Macros; Merge and Sort Documents; Merging form the Keyboard; Working with Columns and Tables; Working with Math Columns; Create/Generate a Table of Contents/Index; Create Style Sheets

Prerequisites: For **Introduction to WordPerfect 5.1** there are no formal requirements. The introductory course is recommended for **Intermediate WordPerfect 5.1**.

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training is available on request.

Certification: Each course is three days long. A certificate of completion is awarded upon completion of both courses.

Remarks: **Introduction to WordPerfect 5.1** is designed for those with or without prior computer experience. **Intermediate WordPerfect 5.1** is designed for participants who have had the introductory course, or who already have significant experience with WordPerfect's basic features.

Contact:
Ms. Tina Brant
First Nations Technical Institute
R.R. #1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-2122 or 1-800-267-0637
FAX: (613) 396-2761

Introduction to Lotus 1-2-3 (2.2)
Intermediate Lotus 1-2-3 (2.2)

Subjects: **Introduction to Lotus:** Functions of the "Special" Keys, Understanding the Concept of Electronic Spreadsheets, Enter Numerical Data and Labels in Spreadsheets, Construct Mathematical Formulas for Calculating, The Lotus Command Structure, Developing Lotus Templates, Graphs
Intermediate Lotus: Advanced Lotus Commands and Functions, Introduction to Macros

Prerequisites: There are no prerequisites for **Introduction to Lotus**. The introductory course is recommended for **Intermediate Lotus**.

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.

Certification: Each student will receive a certificate upon completion.

Remarks: **Introduction to Lotus** is a three-day course designed for those with or without prior computer experience. **Intermediate Lotus** is a two-day course designed for participants who have had the introductory course, or who already have significant experience with Lotus 1-2-3's basic features.

Contact:
Ms. Karen Brant
See page 104 for address and phone number.

Introduction to DBase III+
Introduction to DBase IV

Subjects: What is a Database, Designing a Database, Creating a Database, Using and Modifying the Database, Retrieving and Organizing the Database, Creating and Using Simple Reports

Prerequisites: None

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training available on request.

Certification: For each of the three-day courses, students receive a certificate upon completion.

Remarks: These courses are designed for those with or without prior computer experience.

Contact: Ms. Karen Brant
See page 104 for address and phone number.

Introduction to Ventura Desk Top Publishing

Subjects: Merge Text and Graphics into Single Document; Gaining full Typographic Control Over the Text Elements; Control Over Pagination, Footers, and Captions; Automatic Generation of Tables of Contents and Indexes; Personal Publishing Aspects: Page-layout, formatting, Word Processing, Drawing

Prerequisites: None

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.

Certification: Each student will receive a certificate upon completion of the three-day course.

Remarks: This course is designed for those with or without prior computer experience.

Contact: Ms. Karen Brant
See page 104 for address and phone number.

Basics of Accounting

Subjects: What is a Debt/Credit; The Mechanics of Double-Entry Accounting; The Journals; Bank Reconciliations; Posting and Balancing the General Ledger; Preparation of Trial Balance and Financial Statements

Prerequisites: None

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.

Certification: Each student will receive a certificate upon completion of the three-day program.

Remarks: This course is designed for people with little or no previous accounting background.

Contact: Mr. Bruce D. Wright, C.A.
See page 103 for address and phone number.

ACCPAC Bedford
ACCPAC Plus General Ledger
ACCPAC Plus Canadian Payroll

Subjects: **Bedford:** General Ledger, Accounts Receivable/Payable, Payroll, Inventory/Job Costing, Period End Procedures
Plus General Ledger: Setting up and Maintaining a Computerized Accounting System, Completing the Accounting Cycle, Making Backups and Checking Data Integrity, Financial Statement Design, Other ACCPAC Features
Plus Canadian Payroll: Setting up and Maintaining a Computerized Payroll System, Completing the Payroll Cycle, Making Backups and Checking Data Integrity, Government Remittances, Preparation of T4's and ROE's

Prerequisites: **Basics of Accounting** recommended.

Location(s): Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.

Certification: A certificate is awarded to students upon completion of each three-day course.

Remarks: These courses are designed for users with prior bookkeeping experience, but little or no computer experience.

Contact: Mr. Bruce D. Wright
See page 103 for address and phone number.

Band Membership System
Post Secondary Information System
Post Secondary Accounting System

Subjects:

Band Membership: Tracking Status Band Members, Listing Members by Name or Number, Listing by Age, Listing of Males or Females, Listing of Members not Living on the Reserve, Other BMS Features
Post Secondary Information: Tracking Native Post Secondary Students in the Post Secondary Assistance Program
Post Secondary Accounting: Assist with the Financial Management of your Post-Secondary Funds. Works in Conjunction with Post Secondary Information System

Prerequisites:

For the first two courses, there are no prerequisites. It is recommended that those taking **Post Secondary Accounting System** first complete **Post Secondary Information System**.

Location(s):

Deseronto, Ontario (Tyendinaga Reserve). On-site training available upon request.

Certification:

Each student will receive a certificate upon completion of each two-day course.

Remarks:

Band Membership: This course is designed for bands who want to keep track of status band members. As bands become more and more responsible for handling their affairs, a system for storing and retrieving members, and groups of members, becomes more important.
Post Secondary Information: This course is designed for bands who want to keep track of their students in the Post Secondary Assistance Program.
Post Secondary Accounting: This course is designed for bands who need help with the financial management of their Post Secondary funds.

Contact:

Band Membership System
Mr. Raymond Madahbee

Post Secondary Information System and
Post Secondary Accounting System
Ms. Pam Maracle
First Nations Technical Institute
R.R. #1
DESERONTO, Ontario
K0K 1X0
Phone: (613) 396-2122 **or** 1-800-267-0637
FAX: (613) 396-2761

KEYNORTH

KeyNorth Office Services and Training (For Women)

Subjects:	Computer Training for Office Work, English, Lifeskills
Prerequisites:	Ontario grade 10 or equivalent
Location(s):	Sudbury, Ontario with work placements in town and surrounding area.
Certification:	Certificate of completion awarded upon completion of the 10-month program
Remarks:	Students develop business, personal and interpersonal skills, knowledge, and attitudes essential for direct entry and successful participation as an office clerk/junior operator in the working world.
Contact:	KeyNorth 111 Elm Street SUDBURY, Ontario P3C 1T3 Phone: (705) 674-1074 FAX: (705) 671-6227

LAKEHEAD UNIVERSITY

Native Access Program

Subjects: English, Math, Study Skills/Logical Reading, 2 B.A. Credit Introductory Courses (Students choose two courses that are geared to interests for future educational goals.

Prerequisites: Students currently registered in the Native Access Program range from ages 23 to 43. Their educational levels vary. A majority have not completed highschool, but are older adults with children.

Location(s): Thunder Bay, Ontario

Certification: After one year, students are granted entry to University with two credits towards degree.

Remarks: This program is designed to introduce the students into the University setting, this includes tours to the library, computer centres, bookstore, accounts office, student services, or any other area of interest.

Contact: Ms. Meladina Hardy
Coordinator, Native Access Program
Lakehead University
THUNDER BAY, Ontario
P7B 5E1
Phone: (807) 343-8902
FAX: (807) 343-8023

Native Nurses Entry Program

Subjects: English, Chemistry, Study Skills, Logical Reasoning, Mathematics, Biology, Communications, Professional Orientation

Prerequisites: Mature or extraordinary students. Health care workers (Community Health Representatives and RNA's) who have successfully completed a minimum of Ontario grade 10. Individuals who have completed at least one year of study at the community college level in child care, community work, or related field.

Location(s): Lakehead University, Thunder Bay, Ontario

Certification: Upon successful completion of the nine-month program, the student will enter the Honours Bachelor of Science in Nursing Degree program at Lakehead University.

Remarks: The Native Nurses Entry Program is a prepatory program designed to provide the necessary skills and academic preparation required for successful completion of the four year nursing program.

Contact:

School of Nursing
Native Nurses Entry Program
Lakehead University
THUNDER BAY, Ontario
P7B 5E1
Phone: (807) 343-8446
FAX: (807) 343-8023

LAMBTON COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Administrative-Office Automation

Subjects: Office Technology and Equipment, Office Needs Analysis, Management of Technology Changes in the Office, Hands on Computer and Software Training, DOS, Wordperfect 5.1 Introduction, Lotus 1-2-3, Accounting Software

Prerequisites: Operating a small business, or considering instruction of office technology.

Location(s): On reserve for four weeks of theory
On campus for six weeks computer practical

Certification: Certificate awarded to those that successfully complete the 10-week part-time program.

Remarks:

Contact: Mr. Peter Coate
Director, Southwest Enterprise Centre
265 N. Front Street
SARNIA, Ontario
N7T 7X1
Phone: (519) 542-7751
FAX: (519) 332-6583

Administrative/Management Skills Certificate Program

Subjects: Numeracy, Literacy, Computer Basics, Communications, Management/Interpersonal skills

Prerequisites: 18 years of age. Must be a member of an Indian Band. Grade 12 Secondary School. Performing duties of manager, supervisor within band administration.

Location(s): On-site at band administration.

Certification: Administration/Management Skills Certificate awarded upon completion of the 11-month part-time program.

Remarks: Course available upon request.

Contact: Mr. Peter Coate
See previous entry for address and phone number.

Band Management

Subjects: **The following topics are covered in Band Management I, II and IV:** Indian Act, Federal/Provincial Acts, Basic Office Procedures, Band Administration, Band Responsibilities for Councillors, Chiefs, and Committees

Prerequisites: Must be member of an Indian band, preferably living on a reserve.

Location(s): Sarnia, Ontario

Certification: Band Management Certificate awarded upon completion. Course duration is as follows:
Band Management I: 12 weeks
Band Management II: 12 weeks
Band Management IV: 36 weeks

Remarks: Courses are offered to bands upon request.

Contact: Mr. John L. VerBeem
Manager, Contract Services
Lambton College - Riverside Campus
265 N. Front Street
SARNIA, Ontario
N7T 7X1
Phone: (519) 542-7751 Ext. 403
FAX: (519) 332-6583

Bookkeeping for Small Business

Subjects: Manual Bookkeeping, Accounts Payable/Receivable, Month End statements, General Ledger, Bank Reconciliation

Prerequisites: Operating a small business, wanting to develop knowledge of bookkeeping.

Location(s): On/off reserve. On-site visits to participant's business

Certification: Certificate awarded to those who successfully complete the program.

Remarks: The program runs for 10 weeks with three hours of classes/week.

Contact: Mr. Peter Coate
See page 112 for address and phone number.

Entrepreneurial Training

Subjects: Small Business Environment, Self-Employment Option, Start-Up, The Business Plan: Marketing, Organization, Operations, Financial Planning

Prerequisites: 18 years of age, Grade 12 preferred, interest in pursuing business ownership or career

Location(s): On-reserve preferred
Certification: Certificate awarded to those who successfully complete the 16 to 20-week program.

Remarks: Lambton College offers courses to bands in Lambton County upon request.

Contact: Mr. Peter Coate
See page 112 for address and phone number.

Home Based Business

Subjects: Small Business Planning, Business Plan, Home Environment, Marketing, Finance
Prerequisites: Viable business idea with desire to work from home.
Location(s): On/off reserve
Certification: Certificate awarded to those who successfully complete the program. The course runs for ten weeks for 3 hours/week and two full day Saturday workshops.
Remarks:

Contact: Mr. Peter Coate
See page 112 for address and phone number.

Native Economic Development and Small Business Management

Subjects: Leadership, Community Economic Development, Communications, Computer Applications, Small Business Management, Accounting
Prerequisites: 18 years of age, grade 12 preferred
Location(s): On or off reserve
Certification: A certificate is awarded to those who successfully complete the 11-month program.

Remarks: Lambton College offers courses to bands in Lambton County upon request.

Contact: Mr. Peter Coate
See page 112 for address and phone number.

Native Entrepreneur Training

Subjects: Cash Flow, Inventory Control, Human Resource Management, Advertising, Other topics as required.

Prerequisites: 18 years of age. Must be a member of an Indian Reserve. Must own and/or operate a business.

Location(s): On Reserve.

Certification: Certificate awarded to those who successfully complete the program. Program length is flexible to the needs of the participants.

Remarks: Course curriculum is decided by a survey of business owners.

Contact: Mr. Peter Coate
See page 112 for address and phone number.

Retail Sales Management

Subjects: Life Skills, Accounting Basics, Self Assessment, Job Search Techniques, Writing Skills, Retail Sales, Management Skills

Prerequisites: 18 years of age and grade 12 preferred.

Location(s): On/off reserve

Certification: Certificate awarded to those who successfully complete the twenty-week program.

Remarks:

Contact: Mr. Peter Coate
See page 112 for address and phone number.

THE UNIVERSITY OF LETHBRIDGE

Management Training Workshops

For more information see "The University of Lethbridge" in ALBERTA.

MCMASTER UNIVERSITY

Community Development: Processes and Products

Subjects: Understanding Terms Fundamental to Community Development Work; Understanding Place of People in Community Development Work; Understanding the Role of the Community Development Worker; Examples of Successful Community Development Programs; Community Development Planning; Community Development Action

Prerequisites: No formal requirements

Location(s): To be set upon request.

Certification: No formal certification. The course lasts five days.

Remarks: This seminar is available upon request to educate band leaders and administrative officers on the processes and usefulness of community development.

Contact: Dr. Luke Chan
Associate Dean, External Relations
McMaster University
HAMILTON, Ontario
L8S 4M4
Phone: (416) 525-9140 Ext. 4636

Developing Community Strategies

Subjects: Understanding Terms Fundamental to Developing Community Strategies, Resource Profile: Assessment of Community Strengths and Weaknesses, The Search for Opportunity, Evaluating Community Plans, Implementing Community Strategies

Prerequisites: No formal requirements

Location(s): To be set upon request

Certification: No formal certification for the five-day course.

Remarks: This seminar is available upon request to educate band leaders and administrative officers on the processes and usefulness of community development.

Contact: Dr. Luke Chan
See previous entry for address and phone number.

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Native Community Care: Counselling and Development

Subjects: Personal Growth and Development, Communication, Native Studies, Behavioral Science, Community Care, Substance Abuse and Mental Health

Prerequisites: Grade 12 General or mature student test. Grade 12 environmental science and English are suggested.

Location(s): Brand-Elgin Campus of Mohawk College in Brantford, Ontario

Certification: Diploma awarded after completing the two-year program.

Remarks: The program is designed to meet the needs of First Nations people working in the human social service worker areas both on and off Indian reserves.

Contact:
Mr. Ralph Scharf
Dean, Brant-Elgin Campus
Mohawk College
411 Elgin Street
BRANTFORD, Ontario
N3T 5V2
Phone: (519) 758-6006
FAX: (519) 758-6043

NOKEE KWE ADULT EDUCATION CENTRE

New Beginnings

Subjects: **Upgrading:** Grade 12 Math and English; Career Development, Native Family; Native Studies; Computer Training; Health and First Aid Training

Prerequisites: Applicants are selected through interview

Location(s): London, Ontario

Certification: Upon completion of 20 weeks in class, and a six-week work placement, students receive a transcript from Fanshawe Community College and a Nokee Kwe Certificate.

Remarks:

Contact:
Ms. Gail Doxtator
Program Coordinator
388 Dundas Street, Suite 120
LONDON, Ontario
N6B 1V7
Phone: (519) 667-7088
FAX: (519) 667-4872

NORTHERN COLLEGE

Native Core Program

Subjects:	Basic Communication and Leadership Skills; Canadian Government and the Law; Introduction to Community Development; Introduction to Health Awareness; Native Studies; Keyboarding; College Orientation
Prerequisites:	Ontario General Secondary School Diploma, equivalent or, mature student status.
Location(s):	South Porcupine (Timmins), Ontario
Certification:	One year certificate
Remarks:	The objective of this program is to provide confidence to Native students for continuing studies.
Contact:	Liaison and Admissions Officer Northern College Porcupine Campus P.O. Box 2002 SOUTH PORCUPINE, Ontario P0N 1H0 Phone: (705) 235-3211 or 1-800-461-2167 FAX: (705) 235-7279

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Native Resource Technician Program

Subjects:	Wide variety of Natural Resources and support subjects concentrating on Forestry, Biology, Integrated Resource Management, Communications with reference to native examples and traditional ways of utilizing and caring for the natural environment.
Prerequisites:	Ontario grade 12 graduation diploma with Technical Mathematics or equivalent from another province. Students must be of native ancestry and require a qualified employer-sponsor who does practical skills training, provides field work experience 2 days/week and ideally who also provides related summer employment.
Location(s):	Any location served by Contact North Distance Education network in N. Ontario or other teleconference sites employing a telewriter.
Certification:	The course is three years of approximately 27 weeks.
Remarks:	
Contact:	Dr. W.H. Robbins Dean, School of Sciences and Natural Resources Sault College of Applied Arts and Technology 443 Northern Avenue P.O. Box 60 SAULT STE. MARIE, Ontario P6A 5L3 Phone: (705) 759-6774 FAX: (705) 759-1319

TRENT UNIVERSITY

Degree Program in Native Management and Economic Development

Subjects: 15 courses are required, with a minimum of 6 in Native Studies and 4 in Administrative Studies.
Prerequisites: Equivalent of Ontario Grade 12 or a mature student.
Location(s): Peterborough, Ontario
Certification: Bachelor of Arts degree with a major in Native Studies and an emphasis in Native Management and Economic Development Studies. It is awarded upon completion of the three-year program.

Remarks: This program has been designed to prepare students to return to work within aboriginal communities or organizations. The emphasis of the program will be on planning and managerial skills.

Contact: Mr. Peter Kulchyski, Chair
Department of Native Studies
Native Management and Economic Development Program
Trent University
PETERBOROUGH, Ontario
K9J 7B8
Phone: (705) 748-1310

Diploma Program in Native Management and Economic Development

Subjects: Fundamentals of Accounting, Introduction to Marketing, Management in Aboriginal Organizations, Entrepreneurship, Native Economic Development, Canadian Small Business
Prerequisites: Equivalent of Ontario Grade 12 or a mature student
Location(s): Peterborough, Ontario
Certification: Diploma upon completion of 8 to 8 1/2 courses, 7 which are university credit courses. The program takes two years to complete.

Remarks: This program has been designed to prepare students to return to work within aboriginal communities or organizations. The emphasis of the program will be on planning and managerial skills.

Contact: Mr. Peter Kulchyski
See previous entry for address and phone number.

Honours Degree Program in Administrative Studies

Subjects: Introductory Economic Analysis; Native Economic Development; Introduction to Management in Native Organizations; Entrepreneurship and Canadian Small Business; Accounting; Microeconomic Theory; Macroeconomic Theory; Managerial Planning and Control; Administration and Policy; Native Community Development; Strategic Management

Prerequisites: 70% at end of first year of study

Location(s): Peterborough, Ontario

Certification: Honours Bachelor of Administration Studies (Native Management and Economic Development Studies Emphasis) awarded upon completion of the four-year program.

Remarks: The program has been designed to prepare students to return to work within aboriginal communities or organizations. The emphasis of the program will be on planning and managerial skills.

Contact: Mr. Peter Kulchyski, Chair
See page 120 for address and phone number.

Graduate Degree Program in Canadian Heritage and Development Studies

Subjects: Economic Development and Management areas

Prerequisites: Undergraduate Degree

Location(s): Peterborough, Ontario

Certification: Master of Arts (MA) in Canadian Heritage and Development Studies (Native Studies emphasis) awarded upon completion of the two-year program.

Remarks: This program has a research focus on community-based Native Management and Economic Development. A thesis is required for this program.

Contact: Mr. Peter Kulchyski, Chair
See page 120 for address and phone number.

THE UNIVERSITY OF WESTERN ONTARIO

Courses are currently under development.

For additional information contact: Mr. Gordon Smiley, Stevenson-Lawson Building, University of Western Ontario, LONDON, Ontario, N6A 5B8

QUÉBEC

CÉGEP FRANÇOIS-XAVIER-GARNEAU

Muséologie animation culturelle en milieu autochtone

Matières : Principes de l'animation culturelle et ses outils d'intervention; Théorie et pratique de la recherche; Méthodologie et rédaction; Ethnologie amérindienne; Culture matérielle et archéologie autochtone; Utilisation de logiciels; L'art et l'artisanat amérindien; Institutions muséales, et autres

Pré-requis : Secondaire V.

Localisation(s) : Québec, Québec

Attestation : Attestation d'études collégiale (AEC)
Durée : 1335 heures

Autres renseignements: Le programme prépare des personnes à exercer leur créativité et leur dynamisme dans des fonctions d'animateur et d'éducateur auprès de différentes communautés, particulièrement en institutions muséales.

Pour plus d'information :

Mme. Lucille Montminy
Coordonnatrice de programmes
Cégep François-Xavier-Garneau
1660, boulevard de l'Entente
QUÉBEC, Québec
G1S 4S3
Tél : (418) 688-8310 ou (418) 687-5851
FAX : (418) 688-0375

CÉGEP LÉVIS-LAUZON

Certificat en techniques de bureau

Matières :	Éléments de mathématique appliquée; Interrelations dans le monde professionnel; Droit des affaires; Comptabilité des opérations financières; Saisie de l'information textuelle; Bureautique, systèmes et technologies; Rédaction d'affaires; Exploitation, transmission de l'information textuelle et audio; Méthodologie de prise de notes et plus
Pré-requis :	Secondaire V
Localisation(s):	LAUZON, Québec
Attestation :	Diplôme d'études collégiale (DEC) Durée : 1335 heures
Autre renseignements:	Ce programme vise à permettre à la secrétaire d'assumer les fonctions d'aide à la gestion dans un bureau traditionnel, automatisé, informatisé ou interactif.
Pour plus d'information :	Centre de développement des autochtones Cégep de Lévis-Lauzon 205 Mgr Bourget LAUZON, Québec G6V 6Z9 Tél : (418) 833-5110 FAX : (418) 833-3428

CÉGEP DE SEPT-ÎLES

Culture Innu & société

Matières : **12 cours obligatoires :** Français (séquence particulière), Philosophie, Éducation physique.
12 cours de concentration : Anthropologie, Psychologie, Sociologie, Histoire, Économie, Mathématiques ou Sciences politiques.
4 cours complémentaires : au choix.

Pré-requis : Avoir complété ses études secondaires.

Localisation(s) : Sept-Îles, Québec.

Attestation : Diplôme d'études collégiales. 4 sessions - 15 semaines par session.

Autres renseignements : Ce nouveau programme, conforme aux nouvelles règles d'organisation de la concentration en Sciences humaines, sera implanté à la session d'automne 1991 et remplacera l'ancien programme (Études amérindiennes). Ce programme est en tout point comparable aux autres programmes de Sciences humaines offerts par le Cégep : même nombre d'unités, intégration des préalables universitaires en mathématiques, mêmes débouchés de formation post-collégiale. Le nouveau programme est désormais accessible à l'ensemble des étudiants (autochtones et non-autochtones). Plus de la moitié des cours de ce programme sont communs aux autres programmes de Sciences humaines et sont donc dispensés en groupes hétérogènes.

Pour plus d'information :

Madame Sonia Bernier
Conseillère pédagogique aux affaires autochtones
Cégep de Sept-Îles
175, rue de la Vérendrye
SEPT-ÎLES, Québec
G4R 5B7
Tél : (418) 962-9848 (poste 307)
FAX : (418) 962-2458

Programme préparatoire aux études collégiales et universitaires (PPECU)

Matières : **Formation secondaire :** Français, Anglais, Philosophie, Mathématiques, Chimie, Physique, Biologie, Économique.
Formation collégiale : Français, Philosophie, Éducation physique, Méthodologie de recherche, Choix de carrière.

Pré-requis : Secondaire IV complété; Statut d'Indien inscrit;
20 ans ou plus; Ne pas avoir déjà reçu de financement du MAINC dans le cadre du Programme d'aide aux études de niveau post-secondaire (PAENP).

Localisation(s) : SEPT-ÎLES, Québec.

Attestation :	Diplôme d'études secondaires; Attestation d'études de niveau collégial. Durée : 2 sessions (15 semaines par session)
Autres renseignements :	Le financement du PPECU est distinct de celui accordé par le Programme d'aide aux études de niveau post-secondaire (PAENP). Le Règlement des études collégiales du ministère de l'Enseignement supérieur et de la Science (Québec) s'applique pour l'enseignement de niveau collégial.
Pour plus d'information :	Madame Sonia Bernier Conseillère pédagogique aux affaires autochtones Cégep de Sept-Îles 175, rue de la Vérendrye SEPT-ÎLES, Québec G4R 5B7 Tél : (418) 962-9848 (poste 307) FAX : (418) 962-2458

CENTRE DE PERFECTIONNEMENT MICMAC

Prospection Minière

Matières :	Dans le domaine ci-haut mentionné
Pré-requis :	10e année ou équivalent
Localisation(s) :	Dans votre communauté. Minimum 12 participants ou à Restigouche, Québec
Attestation :	Collège de Matane, Québec Certificat de formation professionnelle Durée : De 10 à 12 semaines
Autres renseignements :	Ce programme offre aux autochtones la possibilité de développer les techniques professionnelles nécessaires à la prospection minière afin de pouvoir les utiliser au développement économique de leur communauté.
Pour plus d'information :	M. Gilles Soucy Coordonnateur, Commission de Développement Économique de Restigouche Inc. 17 rue Riverside Ouest RESTIGOUCHE, Québec G0C 2R0 Tél : (418) 788-2163 FAX : (418) 962-9848

Sécurité Industrielle et Commerciale

Matières :	
Pré-requis :	Secondaire V (Québec) ou équivalent
Localisation(s):	Restigouche, Québec ou dans votre communauté
Attestation :	Attestation d'études collégiales du Ministère d'Éducation supérieure et sciences du Québec, par le collège de Matane.
Autres renseignements :	Ce programme prépare les participants à leur entrée dans la force ouvrière et d'équipement moderne. Ce cours vise à la spécialisation dans la sécurité des musées et des expositions d'art.
Pour plus d'information :	M. Gilles Soucy Voir l'adresse ci-haut.

Séminaires

Matières :	Technologie de l'environnement, Conservation de la faune, Tourisme, Prospection minière, Horticulture, La gérance de petites entreprises
Pré-requis :	Aucuns
Localisation(s) :	Réserve Micmac de Restigouche Restigouche, Québec (Péninsule de la Gaspésie) Sur place
Attestation :	Par des institutions éducatives reconnues. Durée : 2 jours, 3 jours, 5 jours
Autres renseignements :	Les séminaires auront lieu dans des classes modernes situées sur le site touristique de Restigouche. Certains séminaires comprendront des visites à différentes entreprises de la région. Une tournée de la péninsule Gaspésienne est incluse dans le séminaire sur le développement touristique.
Pour plus d'information :	M. Gilles Soucy Voir l'adresse page 127.

MICMAC TRAINING CENTRE

Mineral Prospecting

Subjects: In the field mentioned above
Prerequisites: Grade 10 education or equivalent.
Location(s): In your community - minimum 12 participants, or in Restigouche, Québec
Certification: College of Matane Québec awards a Certificate of Professional Training to students who complete the 10 to 12-week course.

Remarks: The program offers an opportunity for the First Nations to develop the technical skills necessary for an awareness of mineral prospecting as a tool for the economic development of their community.

Contact: Mr. Gilles Soucy
Coordinator, Restigouche Economic
Development Commission Inc.
17 Riverside West
RESTIGOUCHE, Québec
G0C 2R0
Phone: (418) 788-2136
FAX: (418) 788-2058

Industrial and Commercial Security

Subjects:
Prerequisites: Secondary V (Québec) or equivalent
Location(s): Restigouche, Québec or in your community
Certification: Collegial Studies Attestation du Ministere d'education superieure et sciences du Québec, by the College de Matane, Québec. The course is 680 hours.

Remarks: This program prepares participants to enter the work force as qualified security agents. This course is catered to the specialized field of museum security and art exposition.

Contact: Mr. Gilles Soucy
See previous entry for address and phone number.

Seminars

Subjects: Environmental Technology, Wildlife Management and Conservation, Tourism Development, Mineral Prospecting, Arts and Crafts, Horticulture, Small Business Management

Prerequisites:	No formal requirements.
Location(s):	Restigouche Micmac Indian Reserve Restigouche, Québec (Gaspé Peninsula) On site
Certification:	Certification by recognized institution. Course duration varies from 3 to 5 days.
Remarks:	The seminars will be conducted in a modern classroom, located on the tourism site in Restigouche. Some seminars will also bring the participants to visit businesses in the region. The participants in tourism will tour the Gaspé Peninsula.
Contact:	M. Gilles Soucy See page 129 for address and phone number.

INSTITUT DE FORMATION AUTOCHTONE DU QUÉBEC

Administration en milieu autochtone

Matières :	**16 cours** : détails sur demande. **Les étudiants ont le choix parmi les spécialisations suivantes** : gestion de projets, gestion d'entreprises, gestion d'une bande ou d'un organisme et gestion du développement économique.
Pré-requis :	Secondaire 5 ou l'équivalent. Remplir un questionnaire d'évaluation des connaissances. Réussir l'entrevue de sélection
Localisation(s) :	Formation théorique : Québec ou les environs Stages : dans un organisme autochtone
Attestation :	Attestation d'études collégiales (AEC) Durée : 52 semaines : 30 semaines de formation théorique, 22 semaines de stage
Autres renseignements :	Au terme de la formation, les participants seront en mesure de gérer divers secteurs d'activités selon leur spécialisation. Les gradués de ce programme sont très recherchés par les employeurs. Possibilité d'association avec d'autres institutions à l'extérieur du Québec.
Pour plus d'information :	Institut de formation autochtone du Québec 234, rue St-Louis, 1er étage LORETTEVILLE, Québec G2B 1L4 Tél : (418) 843-6857 ou 1-800-463-2365 FAX : (418) 843-7339

Charpenterie-menuiserie

Matières :	Assemblages et outils, Implantation de bâtiments en béton, Charpentes et toitures, Isolation et finition, Lectures de plans et devis et autres sujets
Pré-requis :	Secondaire IV ou l'équivalent
Localisation(s) :	Mashteuiatsh (Pointe-Bleue)
Attestation :	Diplôme d'études professionnelles (DEP). Durée : 39 semaines + 12 semaines de stage (rémunéré).
Autres reseignements :	L'objectif de ce programme est de développer les compétences nécessaires à l'exécution des tâches de charpentrie-menuiserie, de la base jusqu'à la finition et la réparation.
Pour plus d'information :	Voir l'adresse ci-haut

Entretien de bâtiments nordiques

Matières :	Menuiserie, Plomberie, Électricité, Chauffage, Moteurs à essence et autres sujets
Pré-requis :	Secondaire III ou l'équivalent
Attestation :	Diplôme d'études professionnelles (DEP). Le programme est 29 semaines repartie sur 7 mois.
Localisation(s) :	Mashteuiatsh (Pointe-Bleue)
Autres renseignements :	L'objectif de ce programme est de développer les compétences requises dans l'entretien immobilier en menuiserie, plomberie, chauffage, électricité et mécanique de petits moteurs à essence et dans la gestion d'un petit entrepôt.
Pour plus d'information :	Voir l'adresse page 131.

Initiative d'entrepreneuriat

Matières :	Détails sur demande
Pré-requis :	Bonne scolarité, porte motivation, projet d'affaires réaliste et idéalement avoir déjà entrepris certaines démarches.
Localisation(s) :	Formation théorique - Québec : stages à travers la province.
Attestation :	Unités d'éducation continue. Durée : 26 semaines : 16 semaines de formation théorique et 10 semaines de stage
Autres renseignements :	Au terme du programme, les participants seront en mesure de démarrer leur propre entreprise. Possibilité d'association avec d'autres institutions à l'extérieur du Québec.
Pour plus d'information :	Voir l'adresse page 131.

Gestion de l'habitation

Matières :	Financement, Management, Contexte légal, Relations avec les partenaires, Planification de lèntretien et autres sujets
Pré-requis:	Secondaire V ou l'équivalent
Localisation(s):	Québec : formation théorique et technique (30 semaines) Dans un organisme autochtone : stages (22 semaines)
Attestation:	Unités d'éducation continue

Autres renseignements: L'objectif de ce programme est de former des gestionnaires compétents capables de gérer un parc immobilier et d'administrer les programmes de construction.

Pour plus d'information: Voir l'adresse page 131.

Intervention sociale

Matières : Vingt-cinq cours sur l'intervention sociale individuelle et communautaire. Les étudiants ont le choix parmi les spécialisations suivantes : Intervention sociale en toxicomanie, Intervention sociale en violence familiale, Intervention sociale en prévention

Pré-requis : Secondaire V ou l'équivalent

Localisation(s) : Québec : formation théorique et technique (32 semaines)
Dans un organisme autochtone : stages (8 semaines)

Attestation : Attestation d'études collégiales (AEC)

Autres renseignements : L'objectif de ce programme est de former des intervenants et des conseillers compétents en toxicomanie, violence familiale et prévention. Ceux-ce maîtriseront les techniques de base en relation d'aide et en intervention individuelle, de groupe, communautaire, d'application de plan de traitement et de référence.

Pour plus d'information : Voire l'adresse page 131.

Plâtrage

Matières : Plans et devis, Enduits, matériaux et outils, Calcul et planification, Tirage de joints et application d'enduits, Réparation et autres sujets

Pré-requis : Secondaire III ou l'équivalent

Localisation(s) : Mashteuiatsh (Pointe-Bleue)

Attestation : Certificat d'études professionnelles (CEP). Durée : 18 semaines consécutives.

Autres renseignements : L'objectif de ce programme est de développer les compétences nécessaires à la réalisation des travaux de plâtrage, de crépissage, de tirage de joints, la réparation et le moulage.

Pour plus d'information : Voir l'adresse page 131.

Séminaires

Matières :	Gestion, Conseil d'administration, Entrepreneurship, Organisation, Planification, Négociation, Leadership jeunes, Violence familiale, Sida, Suicide
Pré-requis :	Aucun prérequis
Localisation(s) :	Les séminaires peuvent se donner partout au Canada
Attestation :	Unités d'éducation continue. Chaque sujet dure 3 jours.
Autres renseignements :	L'IFAQ est ouvert à toute offre de collaboration entre institutions et organismes.
Pour plus d'information:	Voir l'adresse page 131.

Séminaires de gestion

Matières :	Le gestionnaire et l'organisation, Le cycle de la gestion et les ressources, La planification, Rôle et fonctions d'un conseil d'administration, L'art de négocier, Gestion financière
Pré-requis :	Aucun
Localisation(s) :	N'importe où au Canada
Attestation :	Unités d'éducation continue. Durée : 3 à 4 jours chacun pour chaque matière.
Autres renseignements :	L'IFAQ est disposé à s'associer à d'autres institutions d'enseignement hors-Québec
Pour plus d'information :	Institut de formation autochtone du Québec Voir l'adresse page 131.

Session de sensibilisation à l'entrepreneuriat autochtone

Matières :	Sensibilisation à l'entrepreneuriat autochtone
Pré-requis :	Démontrer un intérêt pour l'entrepreneuriat
Localisation(s) :	Dans les réserves ou dans certaines villes du Québec, selon les besoins.
Attestation :	Unités d'éducation continue. Durée: trois jours
Autres renseignements :	Familiariser les Autochtones avec l'entrepreneuriat comme solution au développement et les aider à évaluer leur propre potentiel. Possibilité d'association avec d'autres institutions à l'extérieur du Québec.
Pour plus d'information :	Voir l'adresse page 131.

Techniques policières pour les Premières Nations

Matières :	Droit pénal, Administration de la justice, Ressources humaines, Maniement d'armes, Techniques de patrouille et autres sujets
Pré-requis :	Secondaire V ou l'équivalent. Permis de conduire (éligibilité à la classe 4A). État de santé ne limitant pas les activités physiques, telles la course et les sports de combat (Certificat médical requis). Ne pas faire l'objet d'un dossier criminel ne pouvant être effacé avant la fin de la formation.
Localisation(s) :	Mashteuiatsh (Pointe-Bleue) : formation théorique et technique (41 semaines) Dans un service de police autochtone : stage (8 semaines)
Attestation :	Attestation d'études collégiales (AEC)
Autres renseignements :	L'objectif de ce programme est de préparer le policier à faire respecter les lois et à exercer ses fonctions dans le respect des droits humains, à assurer la préservation de l'ordre social, à assurer la préservation de la justice et à exercer des fonctions de prévention dans son milieu.
Pour plus d'information :	Voir l'adresse page 131.

Agent d'aide sociale

Matières :	Politiques sociales et législation, relation d'aide, étude analyse et application de la loi et des règlements, ressources communautaires, éthiques et relations professionnelles et autres sujets
Pré-requis :	Secondaire V ou l'équivalent
Localisation(s) :	Québec : formation théorique et technique (12 semaines) Dans les communautés autochtones : stages (14 semaines)
Attestation :	Unités d'éducation continue
Autres renseignements :	L'objectif de ce programme est de former des agents d'aide sociale qui pourront administrer avec compétence la loi de l'aide sociale et effectuer un travail de relation d'aide de base.
Pour plus d'information :	Voir l'adresse page 131.

Gestion en santé et services sociaux

Matières :	management, organisation, contexte légal, pratiques autochtones, ressources humaines et autres sujets
Pré-requis :	Secondaire V ou l'équivalent
Localisation(s) :	Québec : formation théorique et technique (30 semaines) Dans un organisme autochtone : stage (22 semaines)
Attestation :	Attestation d'études collégiales (AEC)
Autres renseignements :	L'objectif de ce programme est de former des gestionnaires compétents capables de gérer un organisme autochtone de services sociaux ou de santé.
Pour plus d'information :	Voir l'adresse page 131.

Techniques de documentation

Matières :	circulation, classification, acquisitions, indexation, informatique, bibliothèque en milieu autochtone, animation et activités et autres sujets
Pré-requis :	Secondaire V ou équivalent
Localisation :	Québec : formation théorique et technique (31 semaines) Dans un bibliothèque autochtone : stage (8 semaines)
Attestation :	Attestation d'études collégiales (AEC).
Autres renseignements :	L'objectif de ce programme est de former des gestionnaires en mesure de gérer efficacement une bibliothèque scolaire.
Pour plus d'information :	Voir l'adresse page 131.

NATIVE TRAINING INSTITUTE OF QUÉBEC

Management in a Native Environment

Subjects: **16 courses:** details available on request
Students have a choice of the following areas of **Specialization:** Project Management, Business Manager, Economic Development Management, Band or Organization Management

Prerequisites: Secondary 5 or equivalent. Complete a questionnaire on evaluation of knowledge. Succeed in the selection interview.

Location(s): Québec City: theoretical training.
Practicum: In a native organization

Certification: College certification. The course runs for 52 weeks: 30 weeks theoretical training, and 22 weeks of practicum.

Remarks: At the end of the program, the participants will be able to manage different types of activities depending on their specialization. Also note that there is a possibility of association with other training institutions outside Québec.

Contact: Native Training Institute of Québec
234 St-Louis Street, 1st floor
LORETTEVILLE, Québec
G2B 1L4
Phone: (418) 843-6857 or toll-free 1-800-463-2365
FAX: (418) 843-7339

Carpentry

Subjects: Tools and Assembly, Basements and Concrete, Frameworks and Roofs, Insulation and Finishing off, Plan Lecture, Estimates, and Other Subjects

Prerequisites: Secondary IV or equivalent

Location(s): Mashteuiatsh (Pointe-Bleue)

Certification: Professional Education Diploma (DEP) is awarded upon completion of the program which consists of 39 weeks of class time and 12 weeks of on-the-job training.

Remarks: The objective of this program is to develop the abilities needed in carpentry, from the principles to finishing off and repair.

Contact: See previous entry for address and phone number.

Nordic Housing Maintenance

Subjects:	Carpentry, Plumbing, Electricity, Heating, Gas Motors and Other Objects
Prerequisites:	Secondary III or equivalent
Location(s):	Mashteuiatsh (Pointe-Bleue)
Certification:	Professional Education Diploma (PED) awarded after completing the seven-month course.
Remarks:	The objective of this program is to develop the abilities needed for property maintenance in carpentry, plumbing, heating, electricity, small motors mechanics and also for the management of a small warehouse.
Contact:	See age 137 for address and phone number.

Entrepreneurship Initiative Program

Subjects:	Details on request
Prerequisites:	Strong motivation, sound business project, high school diploma desirable.
Location(s):	Theoretical Training - Québec City
Certification:	Continuing Education Units. The program lasts 25 weeks: 16 weeks of theoretical training and 10 weeks of practical training.
Remarks:	At the end of the program, the students will be ready to start their own business. Also, the possibility of association with other training institutions outside Québec.
Contact:	See page 137 for address and phone number.

Housing Management

Subjects:	Financing, Management, Legal Environment, Relations with Partners and Users, Maintenance Planning and Other Subjects
Prerequisites:	Secondary V or equivalent.
Location(s):	Québec City: theoretical and technical training (30 weeks) In a Native organization: practicum (22 weeks)
Certification:	Continuing Education Units
Remarks:	The objective of this program is to train capable managers able to manage large house sets and house construction programs.
Contact:	See page 137 for address and phone number.

Social Intervention

Subjects: Twenty-five courses on individual and community social intervention. Students have a choice between the following specialisations: Social Intervention in the Field of Substance Abuse, Social Intervention in the Field of Family Violence, Social Intervention in the Field of Prevention and Education

Prerequisites: Secondary V or equivalent (Highschool diploma)

Location(s): Québec City: theoretical training (32 weeks)
Practicum: in a Native organization (8 weeks)

Certification: College Education Attestation (AEC)

Remarks: The objective of this program is to train capable interveners and counsellors in substance abuse, family violence, and prevention. Those will master basic techniques in individual intervention, group intervention, community intervention, and treatment plan administration.

Contact: See page 137 for address and phone number.

Plastering

Subjects: Plans and Estimates, Tools, Materials and Coatings, Planning and Calculus, Coating Application and Drywalling, Repairs and Other Subjects

Prerequisites: Secondary III or equivalent

Location(s): Mashteuiatsh (Pointe-Bleue)

Certification: Professional Education Certificate (CEP) is awarded upon completion of the 18-week course.

Remarks: The objective of this program is to develop the abilities needed in plastering, roughcasting, drywalling, repairing and moulding.

Contact: See page 137 for address and phone number.

Seminars

Subjects: Management, Entrepreneurship, Organization, Planning, Negotiation, Youth Leadership, Family Violence, Aids, Suicide

Prerequisites: No formal requirements

Location(s): Seminars can be given anywhere in Canada

Certification: Continuing education units are awarded for the completion of each three-day seminar.

Remarks: Native Training Institute of Québec may accept association with other training institutions outside Québec.

Contact: See page 137 for address and phone number.

Management seminars

Subjects: The Manager and the Organization, The Business Cycle and Resources Planning, Role and Functions of a Board of Directors, Financial Management

Prerequisites:

Location(s): Anywhere in Canada

Certification: Continuing education units. Each seminar is about 3 to 4-days in length

Remarks: Possible association with other training institutions outside Québec

Contact: See page 137 for address and phone number.

Introduction to Entrepreneurship

Subjects: Entrepreneurship in a native setting

Prerequisites:

Location(s): On reserve, major centres in Québec, Ontario, N.B.

Certification: Continuing Education Units awarded after completing the three-day course.

Remarks: This program will enable First Nations clientele to develop an awareness of entrepreneurship as a tool in the development of their community and also to evaluate their own potential. Also note the possibility of association with other training institutions outside Québec.

Contact: See page 137 for address and phone number.

Police Techniques for First Nations

Subjects:	Penal Law, Administration of Justice, Human Resources, Handling of Weapons, Techniques of Patrolling and Other Subjects
Prerequisites:	Secondary V or equivalent (Highschool Diploma). Drivers license (4A class eligibility). Good health with no physical restriction (running, combat). Medical certificate required. No criminal record.
Location(s):	Mashteuiatsh (Pointe-Bleue): theoretical and technical training (41 weeks) In a native police organization: practicum (8 weeks)
Certification:	College Education Attestation (AEC)
Remarks:	The objective of this program is to prepare the policeman to have the laws respected and to ensure the preservation of social order, to help the administration of justice, and fulfil prevention in his/her milieu.
Contact:	See page 137 for address and phone number.

KATIVIK SCHOOL BOARD

Northern Québec Management Training Program

Subjects: Management/Administration courses, Introduction to Micro-computers (IBM Version), Business Communications (Inuktitut), Bookkeeping for Service Businesses, Introduction to Micro-Computers (Apple Version), Programming, Introduction to Economics (Inuktitut and English, How to Start a Small Business Nunavik and English)

Prerequisites: No formal requirements

Location(s): On-site

Certification: The Kativik School Board is in the process of linking with a post-secondary school in order to make each course a credit. The duration varies upon the length of the course the student requests (maximum of 2 weeks)

Remarks: Management/Administration courses will review business or administration problems and present them to groups of administrators and local government managers on location in Northern Québec.

Contact: Ms. Bruna Mastroianni
Pedagogical Counsellor
Northern Québec Management Training Program
Kativik School Board
331 Mimosa
DORVAL, Québec
H9S 3K5
Phone: (514) 636-8120 Ext. 343

Inuit Educational Leadership Program

Subjects: Operations - Administration, Training, Pedagogy, Organization, Adult Education, Management, Technical and Support Services, Interpersonal Skills

Prerequisites: Program designed for Local School Administrators

Location(s): Northern Communities within the KSB district

Certification: There are no formal requirements for the three-year program.

Remarks: This program is aimed at Local School Administrators who desire management training in order to become more capable of recognizing, responding to, and directing the educational needs of their community.

Contact: Ms. Monique McCraken
Training Counsellor
The Inuit Educational Leadership Training Program
See previous entry for address and phone number.

McGILL UNIVERSITY

Native and Northern Education

Subjects:	Teacher Education at the Elementary Level for Algonquin, Cree, Inuit, Micmac, and Mohawk Communities
Prerequisites:	Recommendation of education authority, 21 years of age, fluency in Inuktitut for Inuit applicants.
Location(s):	Communities of eastern N.W.T., northern Québec, James Bay, Winneway, Rapid Lake, Maniwaki, Restigouche, Kanesatake, Kahnawake
Certification:	Three years of part-time study leading to Certificate of Native and Northern Education, followed by further years of study (maximum 12) leading to Bachelor of Education Degree.
Remarks:	All programs are offered at the request of the community concerned.
Contact:	Dr. John Wolforth Program Director, Native and Northern Education Program Faculty of Education McGill University 3700 McTavish Street MONTREAL, Québec H3A 1Y2 Phone: (514) 398-4455 FAX: (514) 398-3594

UNIVERSITÉ DU QUÉBEC À CHICOUTIMI

Certificat de premier cycle en administration

Matières : Principes de management, Comptabilité, Marketing, Aspect humain des organisations, Environnement économique de l'entreprise, Informatique

Pré-requis : Être détenteur d'un diplôme d'études collégiales (DEC) ou l'équivalent ou posséder des connaissances appropriées, une expérience jugée pertinente, être âgé d'au moins vingt-deux ans, et détenir une connaissance équivalente aux mathématiques de niveau secondaire.

Localisation(s) :

Attestation : Ce programme est un certificat régulier du Module des sciences de l'administration de l'Université du Québec à Chicoutimi. Les dix cours du certificat seront dispensés dans le cadre de dix (10) périodes de trois semaines entre janvier 1991 et mai 1993.

Autres renseignements : **Objectifs du projet** : 1. Permettre à des gestionnaires amérindiens d'amorcer ou de poursuivre une démarche de perfectionnement dans leur champ d'intervention. 2. Leur donner accès aux activités du Certificat de premier cycle en administration (4122) dans un cadre logistique et pédagogique adapté à leurs contraintes particulières.

Pour plus d'information :

Mme. Huguette Bouchard
Centre d'études amérindiennes
Université du Québec à Chicoutimi
555 boulevard Université
Local 3-536
CHICOUTIMI, Québec
G7H 2B1
Tél : (418) 545-5011

Certificat de premier cycle d'études pluridisciplinaires

Matières : Méthodologie du travail intellectuel, Outils méthodologiques et exercices d'écriture, Structuration d'un texte, Construction logico-mathématique, Écologie humaine, Marketing, Carte du monde, Religion des Amérindiens, et plus

Pré-requis : Etre détenteur d'un diplôme d'études collégiales (DEC) ou l'équivalent ou posséder des connaissances appropriées, une expérience jugée pertinente, et être âgé d'au moins vingt-deux ans.

Localisation(s) : Université du Québec à Chicoutimi, Manawan, Optciwan, Wemotaci

Attestation : Certificat de premier cycle d'études pluridisciplinaires de l'Université du Québec à Chicoutimi. Le Certificat comprend dix cours de trois crédits chacun, dont quatre obligatoires et six optionnels, pour un total de trente crédits.

Autres renseignements : **Objectifs du projet:** 1. Permettre à l'étudiant d'acquérir des connaissances de base dans différentes disciplines afin d'atteindre des objectifs personnels de formation.
2. Il contribue à rendre l'étudiant plus confiant en ses possibilités, plus autonome au niveau des choix et plus ouvert aux diverses cultures composant la société québécoise.

Pour plus d'information : Mme. Huguette Bouchard
Voir l'adresse page 144.

Certificat de premier cycle en Psychologie

Matières : Histoire de la psychologie, Méthodologie de la recherche en sciences humaines, Développement humain : fondements et approches, Théories de la personnalité, Psychologie sociale, Introduction à la psychopathologie et psychophysiologie, Psychogenèse de l'enfant, Psychologie des adolescents, Psychologie des adultes

Pré-requis : Etre détenteur d'un Diplôme d'études collégiales (DEC) ou l'équivalent ou posséder des connaissances appropriées, une expérience jugée pertinente, et être âgé d'au moins vingt-deux ans.

Localisation(s) : Sept-Iles, Mashteuiatsh

Attestation : Certificat régulier de premier cycle en psychologie l'Université du Québec à Chicoutimi. Les dix cours du certificat seront dispensés dans le cadre de 10 périodes de deux semaines entre févier 1991 et mai 1993.

Autres renseignements : **Objectifs du projet :** 1. Permettre aux personnes oeuvrant dans les secteurs de l'intervention communautaire et de l'éducation d'amorcer ou de poursuivre une démarche de perrectionnement.
2. Leur donner accès aux activités du certificat de premier cycle en psychologie dans un cadre logistique et pédagogique adapté à leurs contraintes particulières.

Pour plus d'information: Mme. Huguette Bouchard
Voir l'adresse page 144.

NEW BRUNSWICK

COLLEGE OF CRAFT AND DESIGN

Certificate in Native Arts Studies

Subjects: Spirituality; Language (either Micmac or Maliseet); Native Art and Crafts; Research into Native Culture: Native Education; Design Drawing; Business and one first year studio

Prerequisites: Students entering this program will be interviewed and be accepted by the same process as a diploma student.

Location(s): Fredericton, New Brunswick

Certification: A certificate is awarded upon completion of the one-year program. After successful completion , the program is considered to be the equivalent of the first year of the Diploma Program.

Remarks: The Certificate of Native Arts Studies has been created to recognise the special needs of Native peoples.

Contact: Mr. George Fry, Director or
Ms. Gwen Grechia, Studio Head
P.O. Box 6000
FREDERICTON, New Brunswick
E3B 5H1
Phone: (506) 453-2305

UNIVERSITY OF NEW BRUNSWICK - MICMAC/MALISEET INSTITUTE

B.Ed. Degree Program for Aboriginal Students

Subjects: Elementary, Secondary, Technology, Business, and Home Economics Education

Prerequisites: Highschool graduate or equivalent, or mature student.

Location(s): Fredericton, New Brunswick

Certification: With successful teaching internship, graduates of the four-year program receive a New Brunswick Teaching Certificate.

Remarks: The B.Ed. Degree Program for Aboriginal Students is a fourteen year old program with more than 60 graduates, mostly in the maritime provinces and Québec.

Contact: Professor W.D. Hamilton
University of New Brunswick
P.O. Box 4400
FREDERICTON, New Brunsick, E3B 5A3
Phone: (506) 453-4666
FAX: (506) 453-4599

PROGRESSIVE PLANNING

Computer Training

Subjects: MS DOS, Lotus 1-2-3, DBase III+, Computerized Accounting
Prerequisites: Grade 9
Location(s): Fredericton and local areas
Certification: Completion certificate awarded

Remarks: Weekly sessions are scheduled based on the need of the client. Schedules are designed on demand.

Contact: Ms. Marg Boer
Progressive Planning
Compartment 43, 385 Wilsey Road
FREDERICTON, British Columbia
E3B 5N6
Phone: (506) 458-8522
FAX: (506) 458-5827

Management Training

Subjects: Accounting, Computerized Accounting, Communications, Microcomputer Applications (DBase and Lotus), Stress Management, Data Analysis, Interpersonal Relations, Community Planning
Prerequisites: Grade 10
Location(s): Fredericton, New Brunswick - On site locations
Certification: Completion certificate awarded upon completion of the 10-month to two-year course.

Remarks: Course offerings modified based on individual client needs.

Contact: Ms. Marg Boer
See previous entry for address and phone number.

Pre-Apprenticeship Training

Subjects:	Life Skills, Math and English Upgrading to Required Level for Trade, Physics/Science, Work Experience in Vocation of Interest
Prerequisites:	Grade 9
Location(s):	Fredericton, New Brunswick
Certification:	Completion certificate awarded after completing the ten-month course.
Remarks:	The training is designed to build up client skill levels to qualify for institutional training in the vocation of the clients choice.
Contact:	Ms. Marg Boer See page 148 for address and phone number.

NOVA SCOTIA

UNIVERSITY COLLEGE OF CAPE BRETON

Micmac Studies Program

Subjects: Introduction to Micmac Studies, Micmac/English Comparative Structures, Micmac Linguistics, Conversational Micmac for Non-speakers, Micmac for Speakers: Introduction to Literacy, Aboriginal and Treaty Rights in the Canadian Constitution, Conceptions of Self and Others in Cross-cultural Comparison, Race and Ethnic Relations

Prerequisites:

Location(s): University College of Cape Breton, Sydney, Nova Scotia

Certification:

Remarks:

Contact:

Ms. Merdina Marshall
Assistant Professor of Micmac Studies
University College of Cape Breton
P.O. Box 5300
SYDNEY, Nova Scotia
B1P 6L2
Phone: (902) 539-5300 x415

DALHOUSIE UNIVERSITY

Indigenous Blacks and Micmacs (IBM) Law Program

Subjects: **First-year courses include:** Contracts and Judicial Rule Making, Criminal Justice: the Individual and the State, Orientation to Law, Fundamentals of Public Law, Legal Writing, Property in its Historical Context, Tort Law and Damage Compensation

Prerequisites: Applicants must attend a summer pre-law program at Dalhousie, which is a four week course in August. Also required is a minimum of two years at a recognized University, or mature student status.

Location(s): Halifax, Nova Scotia

Certification: L.L.B Degree is awarded to successful students upon completion of the three-year program

Remarks:

Contact: Ms. Carole Aylward, Director or
Ms. Lynn Clarke, Program Secretary
IBM Law Program
Dalhousie Law School
6061 University Ave.
HALIFAX, Nova Scotia
B3H 4H9
Phone: (902) 494-1639
FAX: (902) 494-1316

MICMAC NATIVE LEARNING CENTRE

MicroComputer Training Program

Subjects: Data Processing Concepts; MS DOS 5.00; Wordperfect 5.1; Lotus 1-2-3, Version 2.2 DBase III-Plus; Business Communications and an On-line Computer Typing Tutor Training Software

Prerequisites: Nova Scotia grade 12 or equivalent.

Location(s): Halifax, Nova Scotia

Certification: A Diploma in MicroComputer Training Program is awarded upon completion of the 34-week program.

Remarks: There are frequent guest speakers from various aspects of computer and computer-related industries and associated data processing fields. To augment lectures and theory on selected topic matters, an occasional visit to a commercial and/or industrial site(s) during field trips.

Contact:
Mr. Stephen Hum
Computer Instructor
Micmac Native Learning Centre
2158 Gottingen Street
HALIFAX, Nova Scotia
B3K 3B4
Phone: (902) 420-0686 or (902) 420-1576

Pre-University/College Training

Subjects: Math, English, Computers, Psychology, Sociology, Communication Skills, Study Skills, Life Skills, University Survival Skills

Prerequisites: Age 19 or older. Preference given to those with GED grade 12 equivalency.

Location(s): Micmac Native Learning Centre

Certification: Diploma granted upon completion of the one-year program.

Remarks: Possible pre-technical component starting in the fall of 1992 for those wishing to enter technical courses.

Contact:
Mr. Chuck Duncan
Micmac Native Learning Centre
2158 Gottingen Street
HALIFAX, Nova Scotia
B3K 3B4
Phone: (902) 420-0686

Native Urban Transitional Program (NUTP)

Subjects: Orientation of the Centre, World Views (Native), Values Customs and Traditions, Oppression-Discrimination and Prejudice, History, Spirituality, Social Issues, Socio-Economics, Communication

Prerequisites: Grade seven.

Location(s): Halifax, Nova Scotia

Certification: A certificate is awarded upon completion of the 16 to 20-week program.

Remarks: NUTP is a program designed for the aboriginal people to aid them in their transition from rural living to city living.

Contact: Mr. Louis D. Morris
See page 153 for address and phone number.

Writing Skills

Subjects: Aspects of English, Grammar, Punctuation, and Process Writing are explored.

Prerequisites: Being a student at the Micmac Native Learning Centre, enroled in G.E.D. Upgrading or Pre-University program.

Location(s): Halifax, Nova Scotia

Certification: A certificate is awarded upon completion of the 12-week program.

Remarks:

Contact: Mr. Darrell Landry
See page 153 for address and phone number.

PRINCE EDWARD ISLAND

HOLLAND COLLEGE - SCHOOL OF JUSTICE

Native Constables Training

Subjects: Crisis Intervention, Supervision, Occupational Stress, Alcohol and Drug Awareness, Human Relations, Report Writing, Criminal Law, Courtroom Procedure, Interviewing and Interrogation, Criminal Investigation, Alert

Prerequisites: Mid-level and Senior Native Constables

Location(s): Charlottetown, PEI

Certification: A College Certificate is awarded upon completion.

Remarks: Courses can be custom designed to meet specific training needs

Contact: Inspector Walter Charlesworth
School of Justice
Holland College
295 Grafton Street
CHARLOTTETOWN, Prince Edward Island
C1A 8W4
Phone: (902) 566-9677

Native Police Introduction to Law Enforcement

Subjects: Personal Image, Development of Canadian Law, Structure of Statutes, Provincial Statutes, Note Books, Criminal Justice System, Sources and Rules of Interpretation, Types of Offenses, Summons, Subpoena and Appearance Notice, Charter of Rights, Powers to Arrest, Traffic Accident Investigation, Use of Force, Obstruction, Young Offenders Act

Prerequisites: Junior Peace Officer

Location(s): Charlottetown, PEI

Certification: College Certificate awarded upon completion of the one-week program.

Remarks: Courses can be custom designed to meet specific training requirements.

Contact: Inspector Walter Charlesworth
See previous entry for address and phone number.

Native Police Officer Safety and Firearms Training

Subjects:	Introduction to Firearms, Skill Evaluation, Tactics, Practical Application, Street Survival, Firearms Qualifications
Prerequisites:	Peace Officer Status
Location(s):	Charlottetown, PEI
Certification:	Certification in safe handling and proficiency with handguns and shotguns.
Remarks:	Courses are custom designed to meet specific training needs such as force continuum, civil liability, use of force, decision making, etc.
Contact:	Inspector Walter Charlesworth See page 156 for address and phone number.